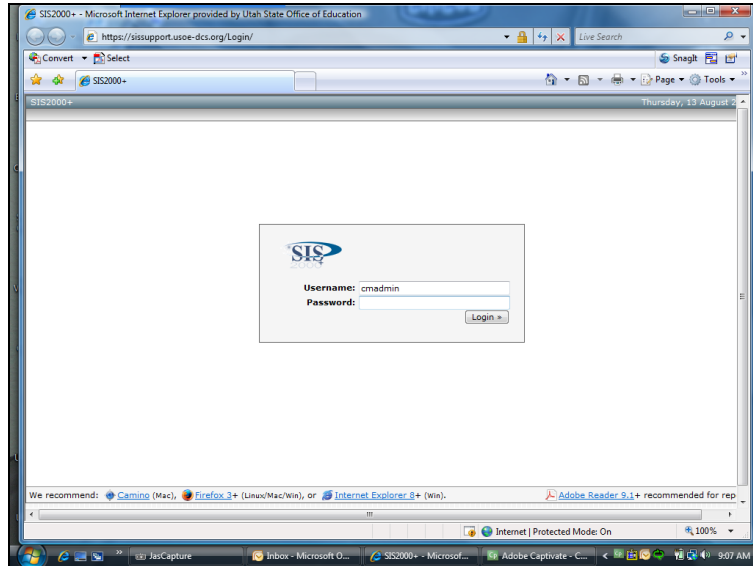


Control Master

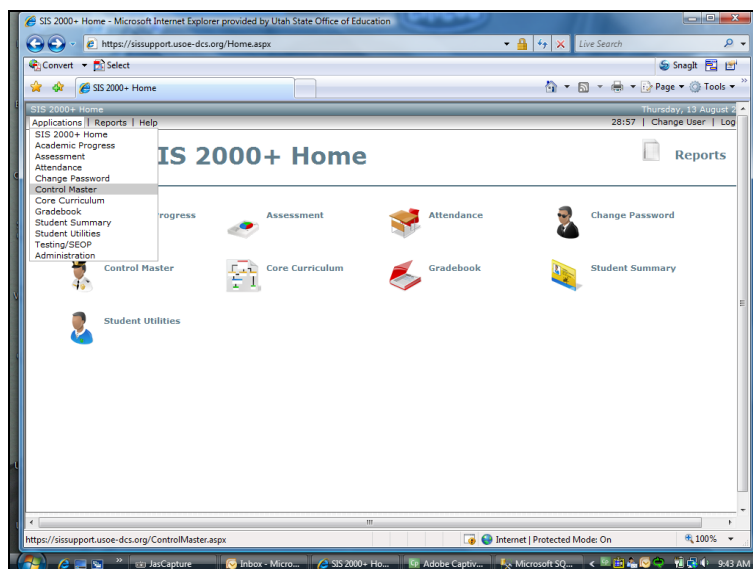
February 3, 2011





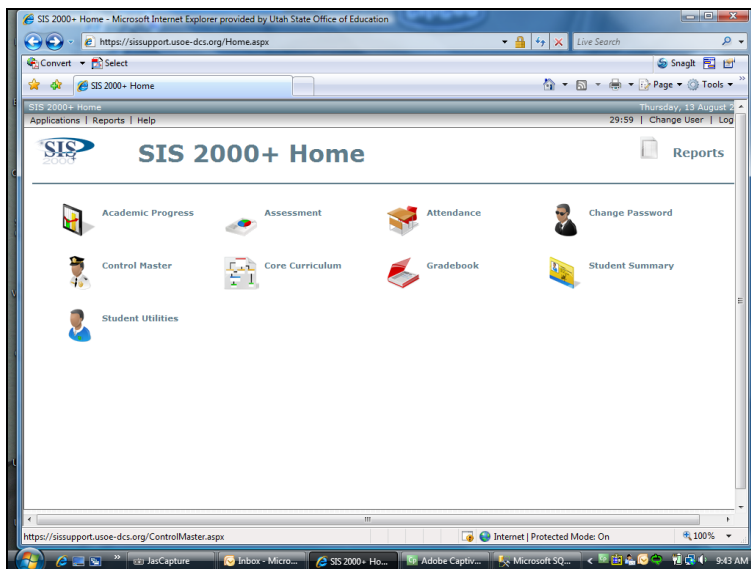
Why use it?
To manage users and permissions

Type the **Password**



Applications |

Select the **Control Master** link [Control Master](#)



Select the **Control Master** link



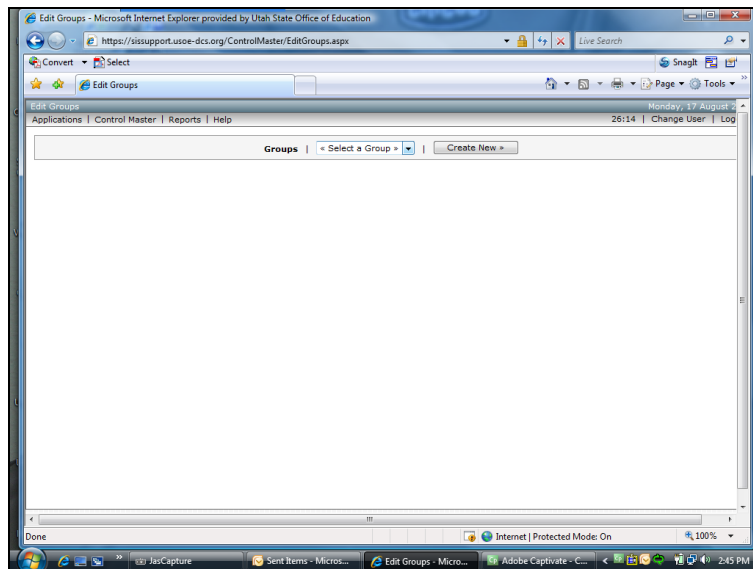
Control Master allows us to:

- Implement school & district policy
- Use new features available in SIS system updates
- Reduce clerical time getting data & reports for others
- Save time by managing permissions for groups of people

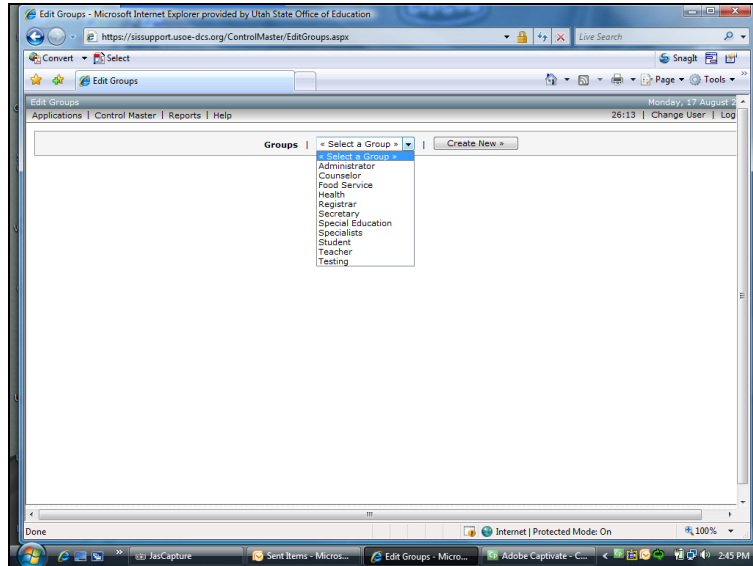


Select the **Edit Groups** link Edit Groups

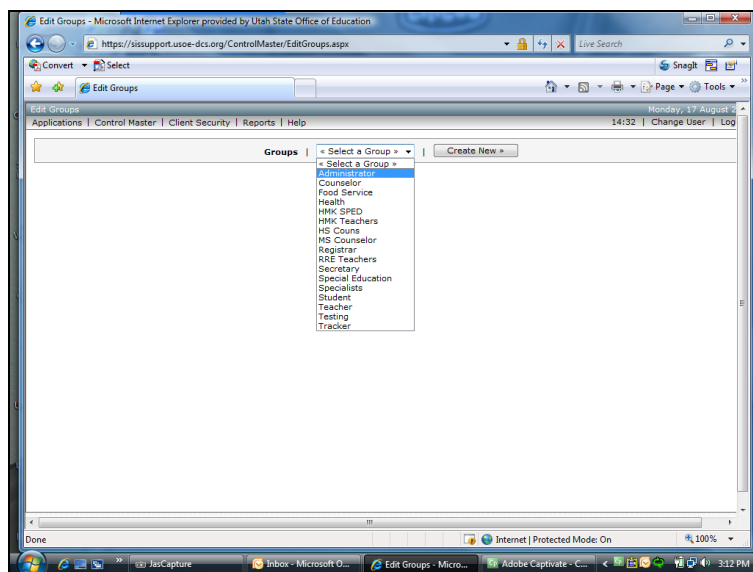
Control Master forces us to pay attention to security



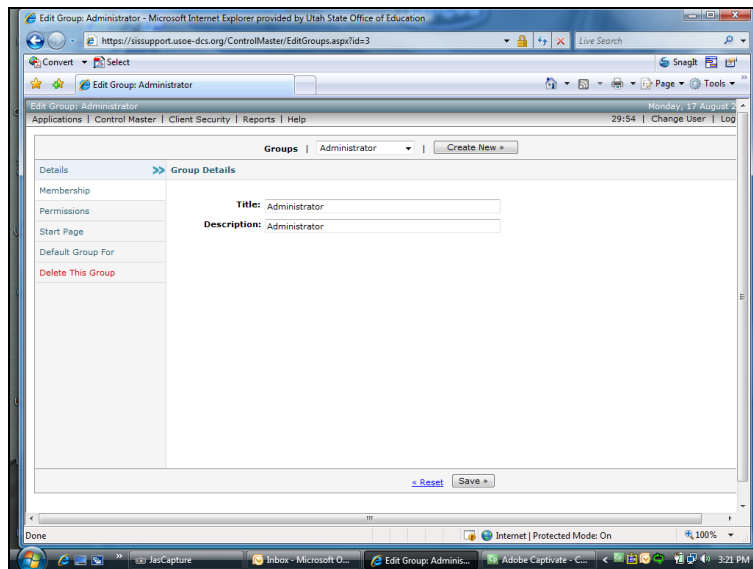
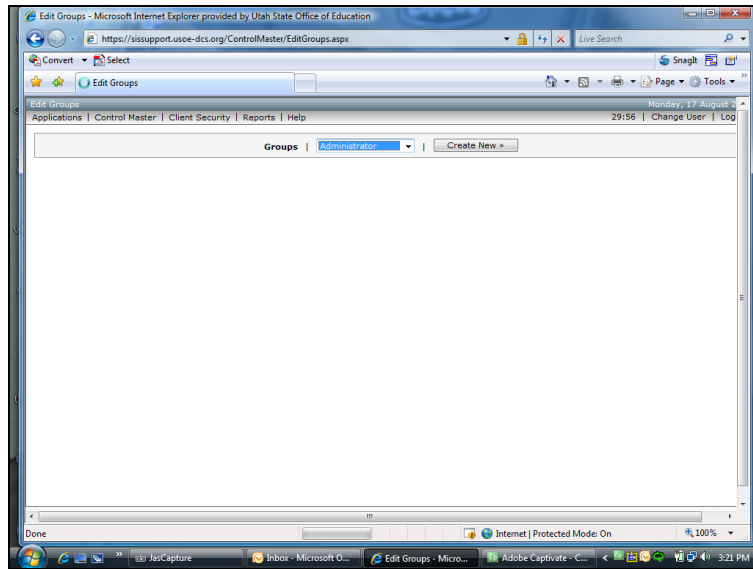
Select a Group



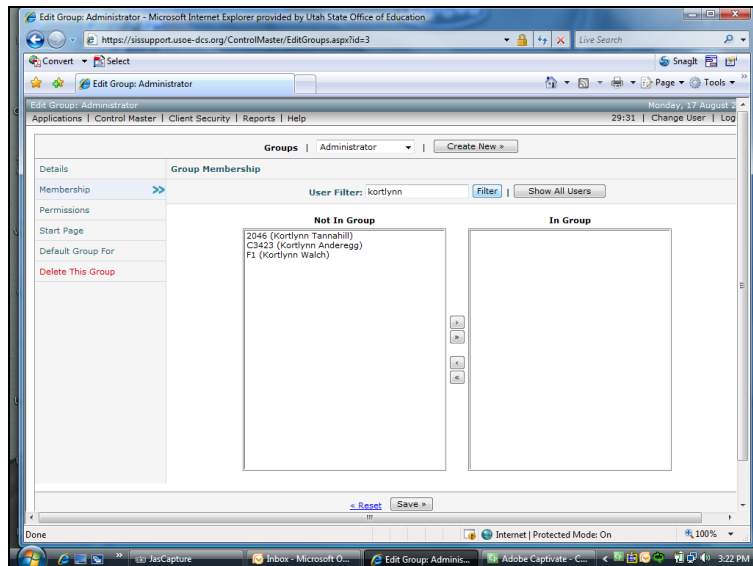
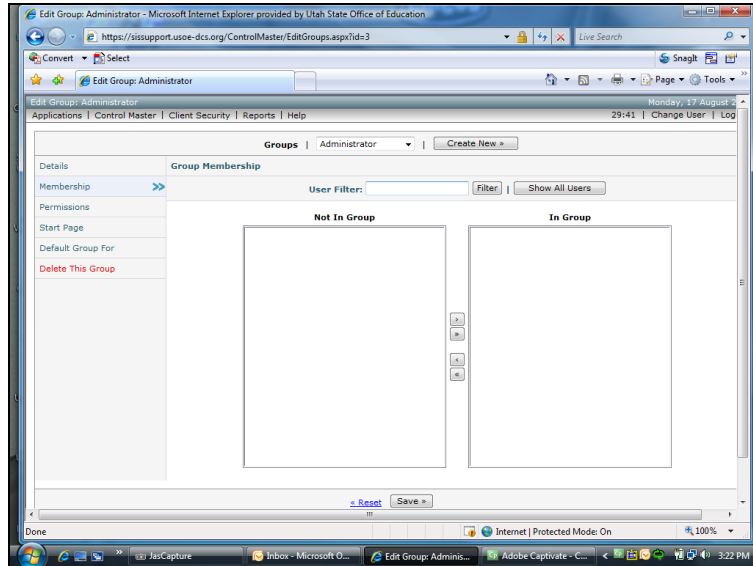
Hint: Customize permissions for each group;
don't assume the defaults are correct for your school.



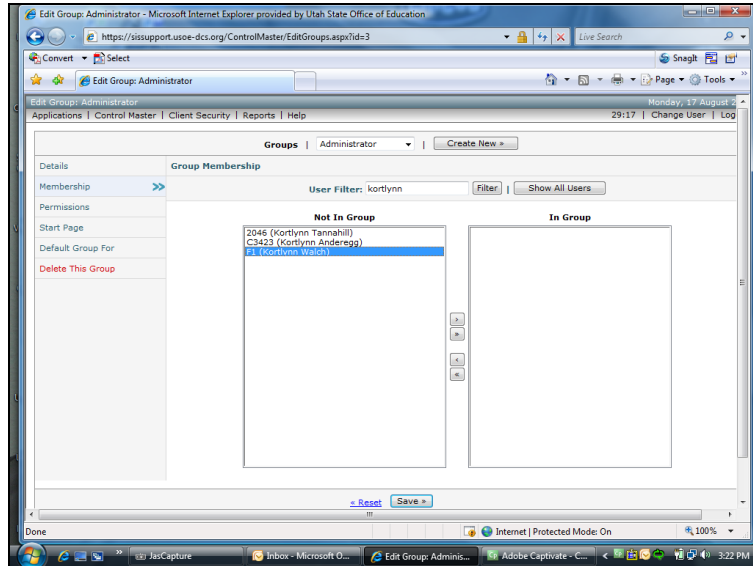
Select the **Administrator** group



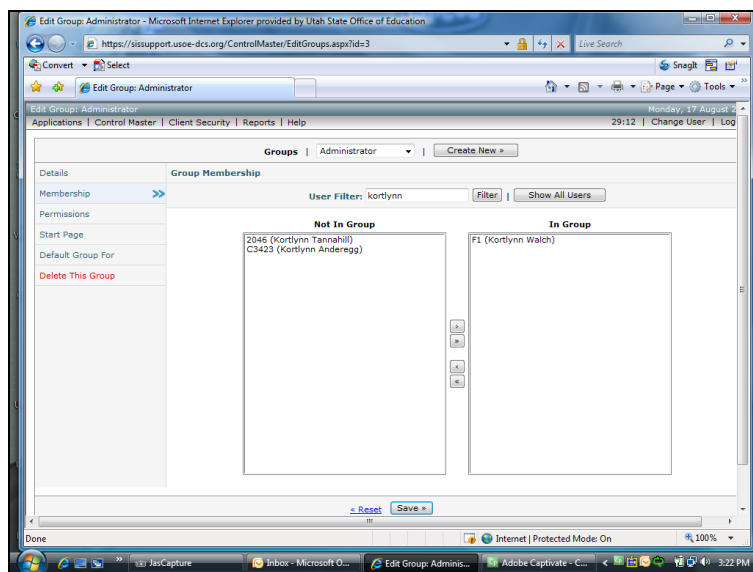
Membership



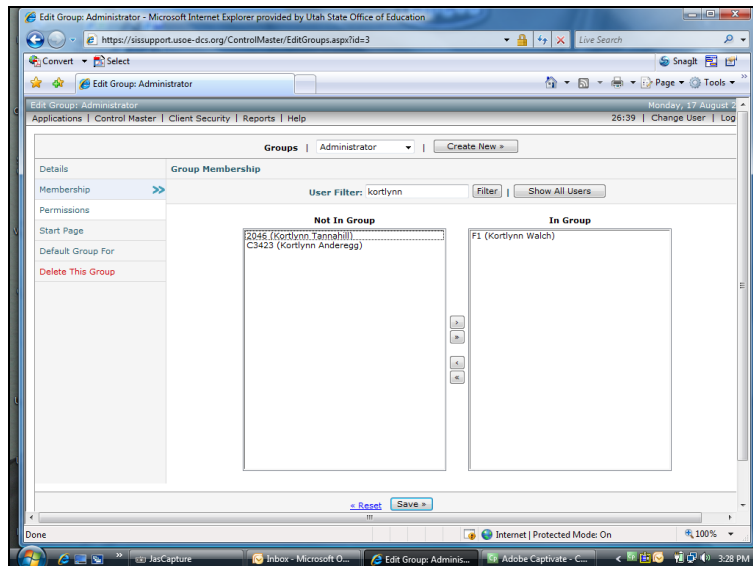
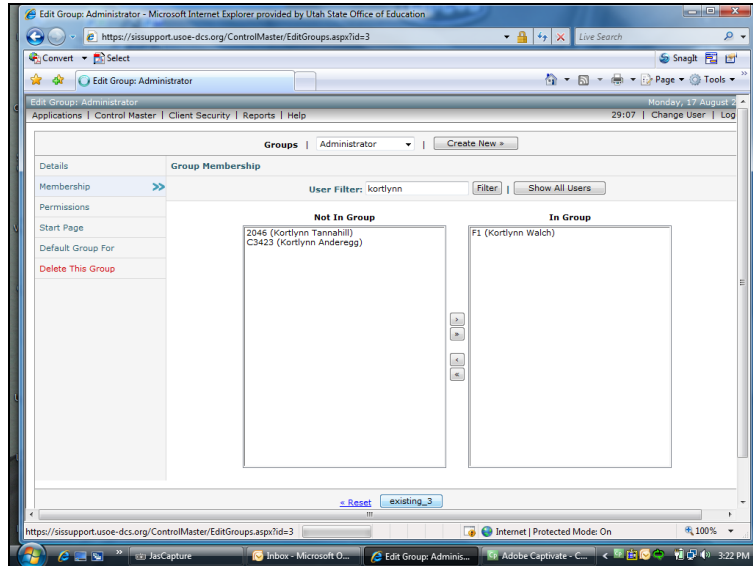
Select F1 (Kortlynn Walch)



Click the ">" button

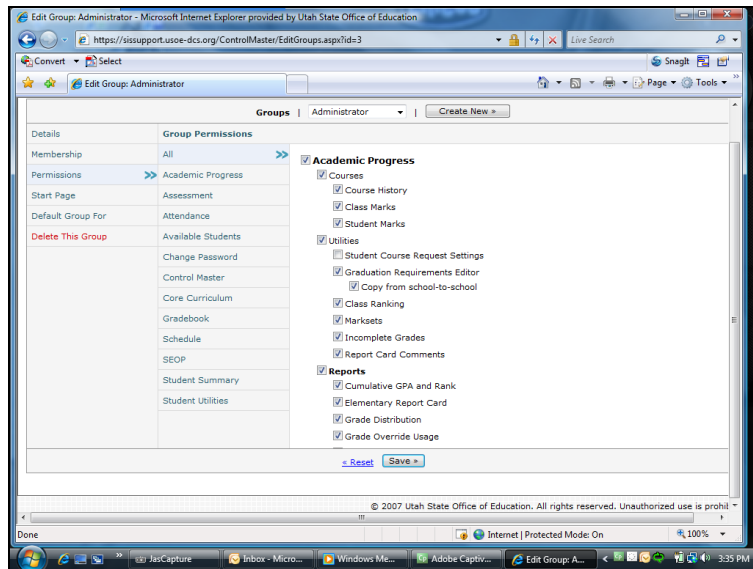
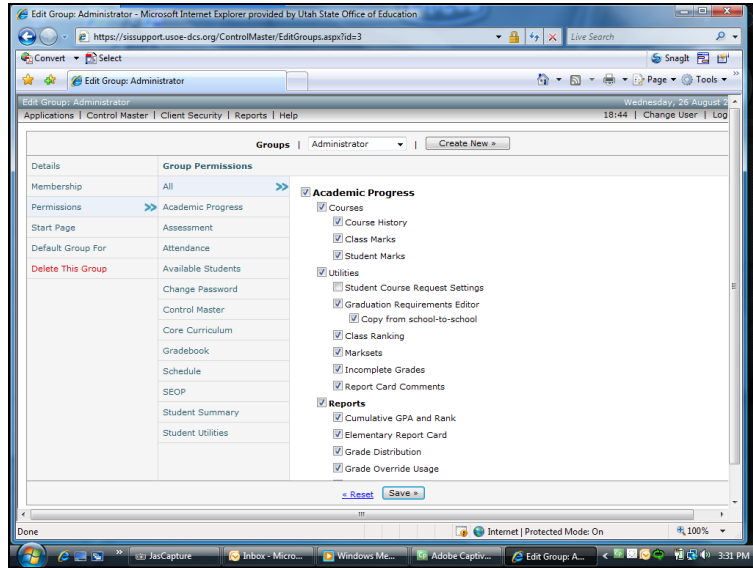


Click the **Save** button



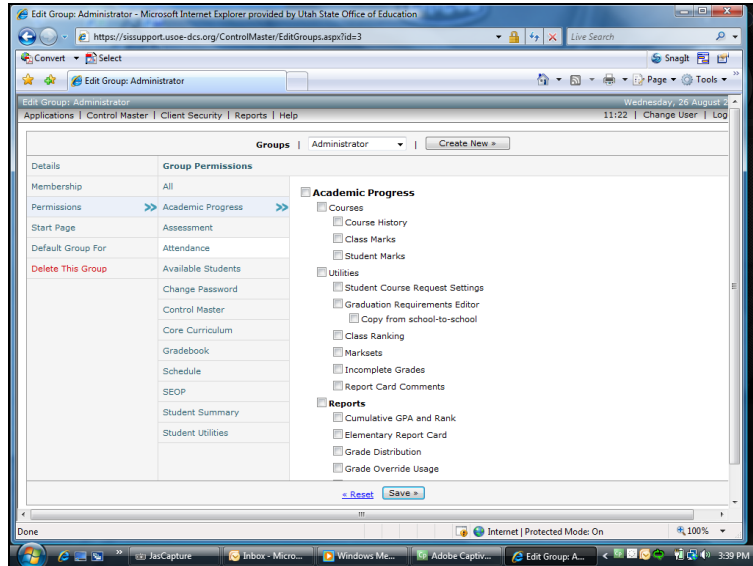
Select the **Permissions** tab

Permissions

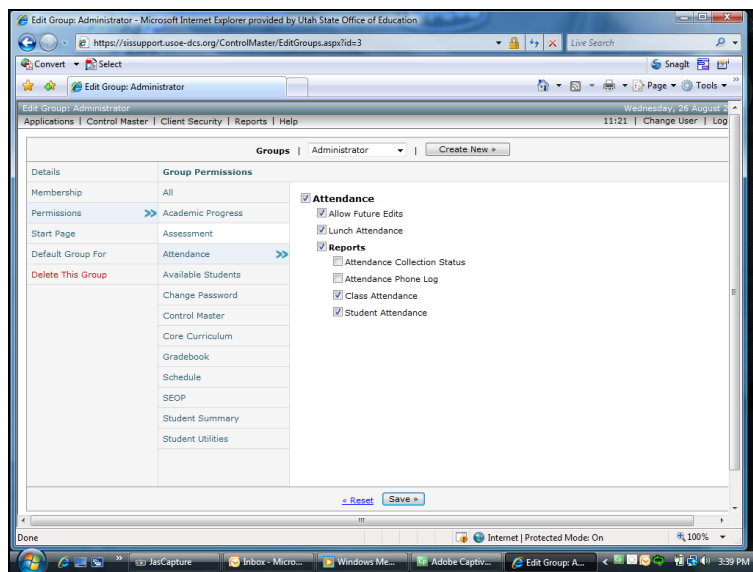


Give each group only the minimum number of permissions it really NEEDS

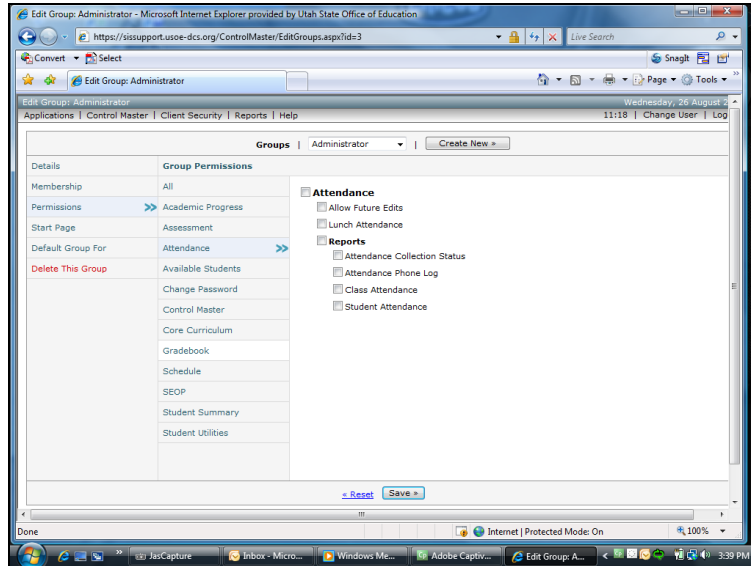
Uncheck the **Academic Progress** check box ☐



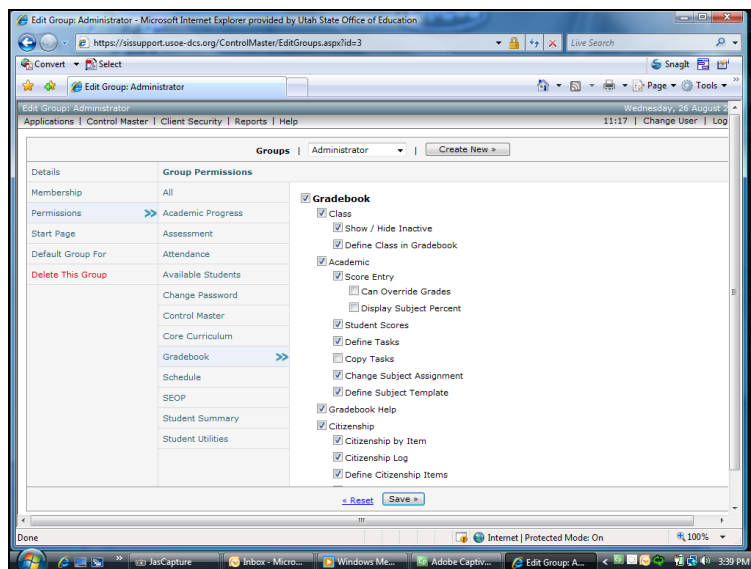
Select the **Attendance** tab



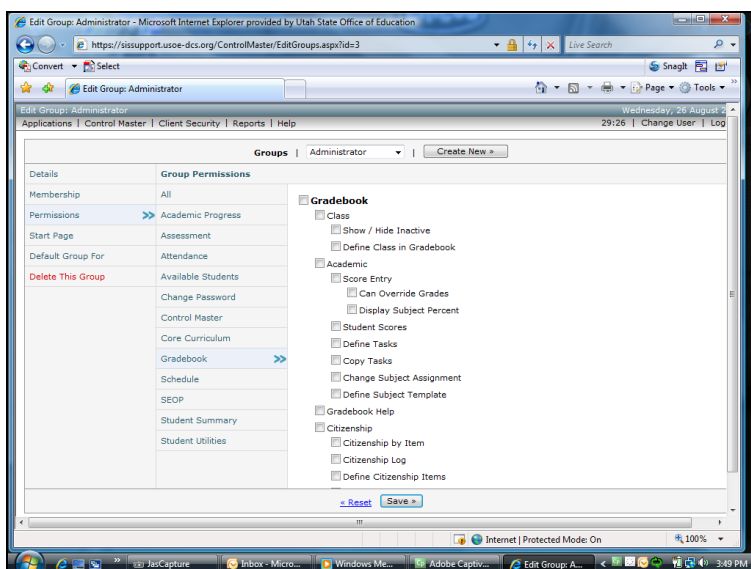
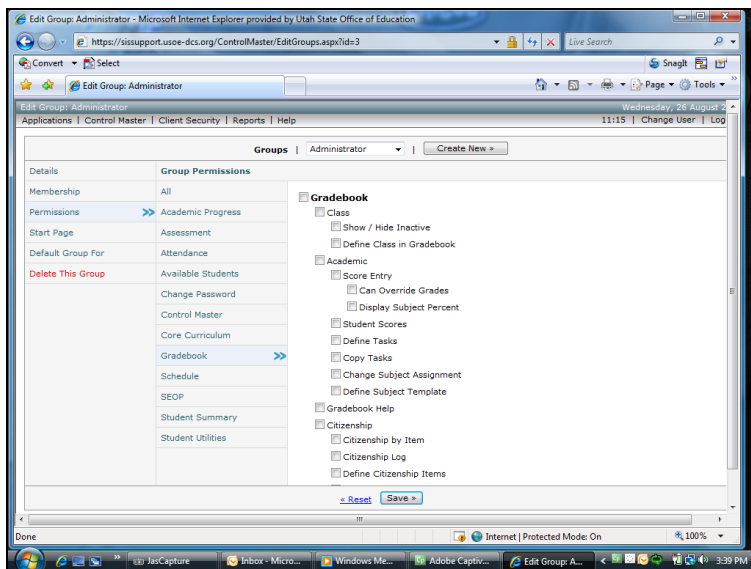
Uncheck the **Attendance** check box



Gradebook



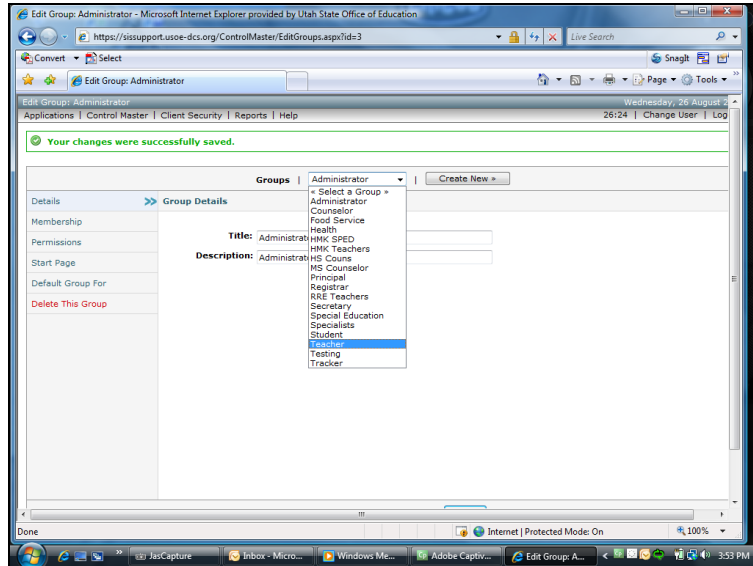
Uncheck the **Gradebook** check box ☒



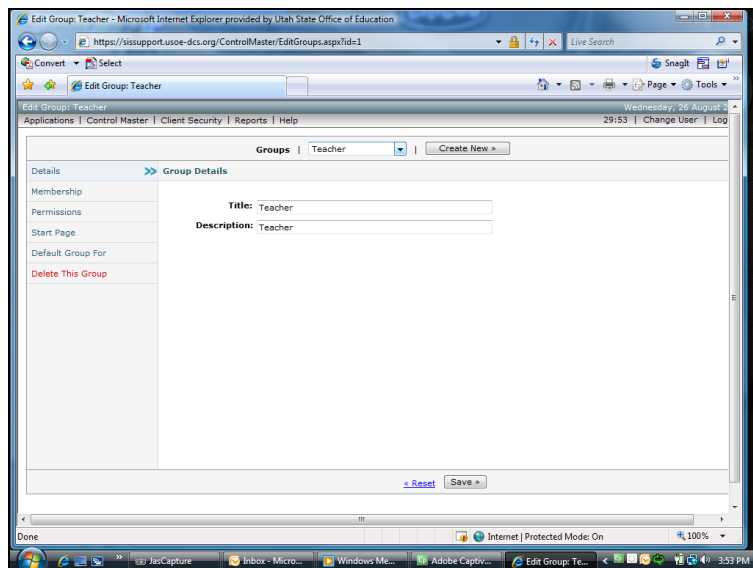
The user who is the System Administrator may belong to several groups...

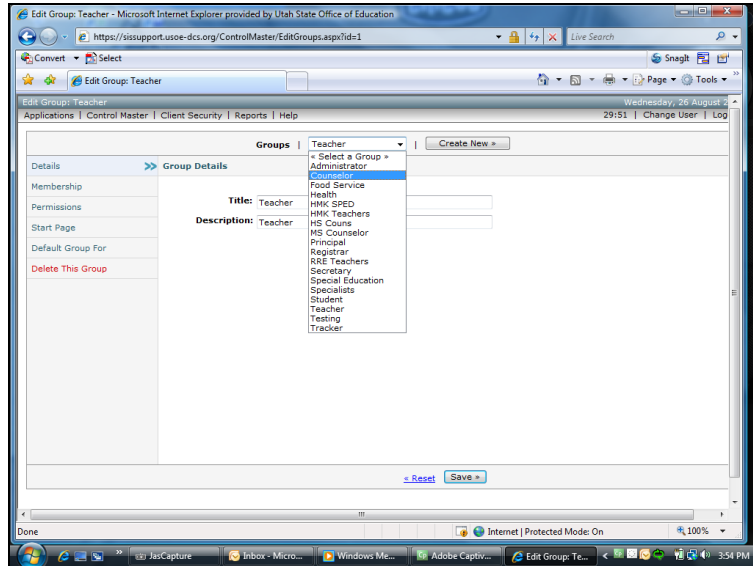
Click the **Save** button



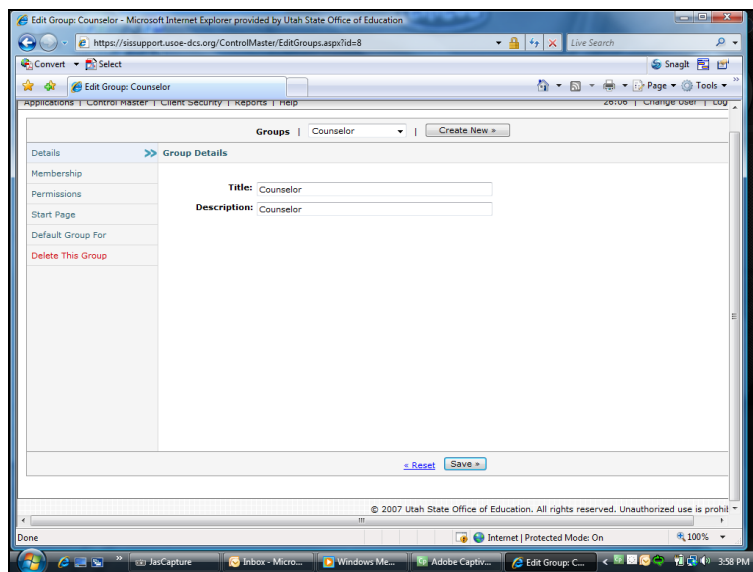


Select the **Teacher** group

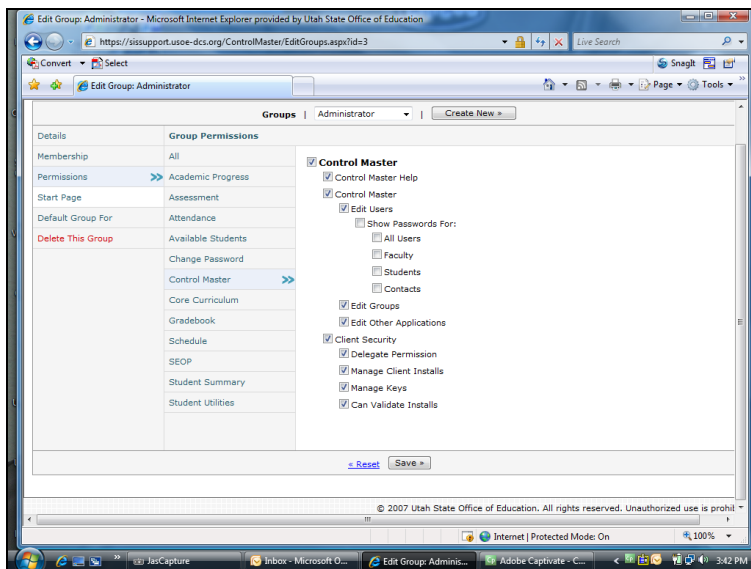




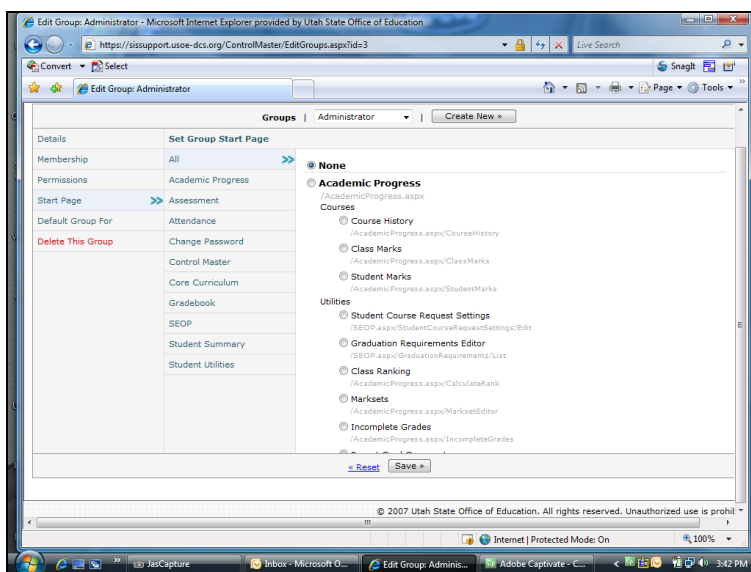
Select the **Counselor** group

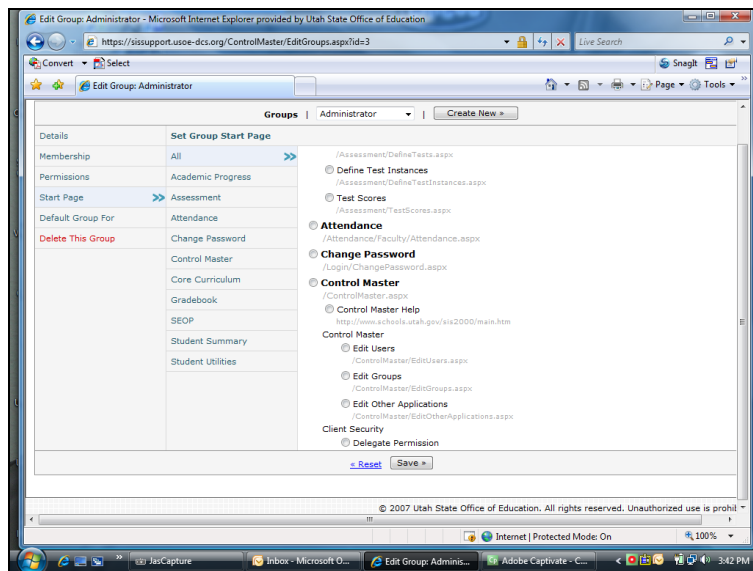


One person may belong to multiple groups...

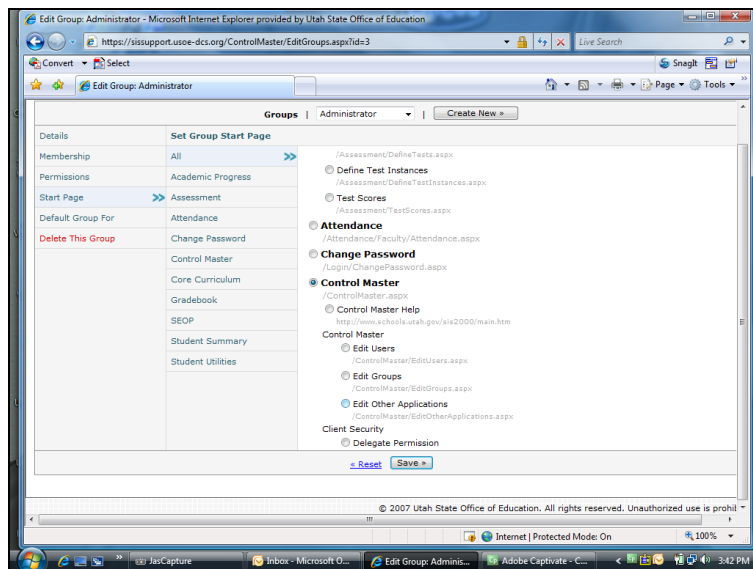


Start Page





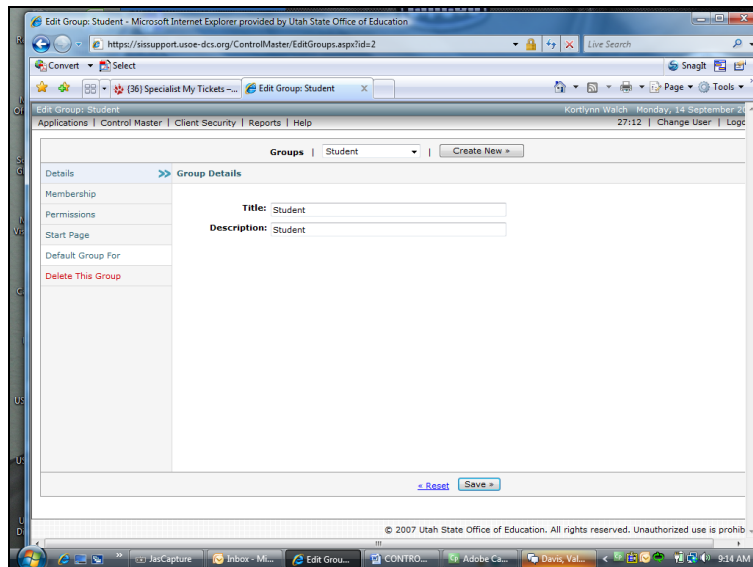
Select the **Control Master** radio button 



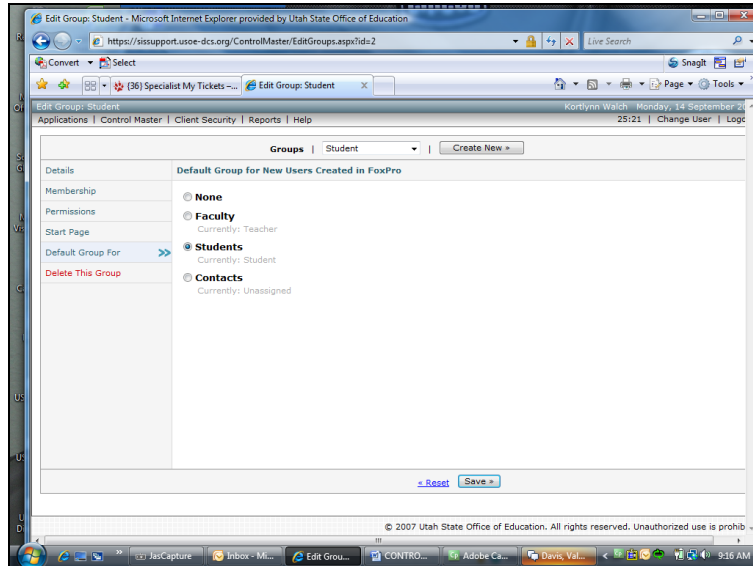
Groups may be given a "start page" in an application



If one person is in multiple groups...
 assigned to multiple "Start Pages" ...
 his Start Page will be **SIS 2000+ Home**



Select the Default Group For tab Default Group For

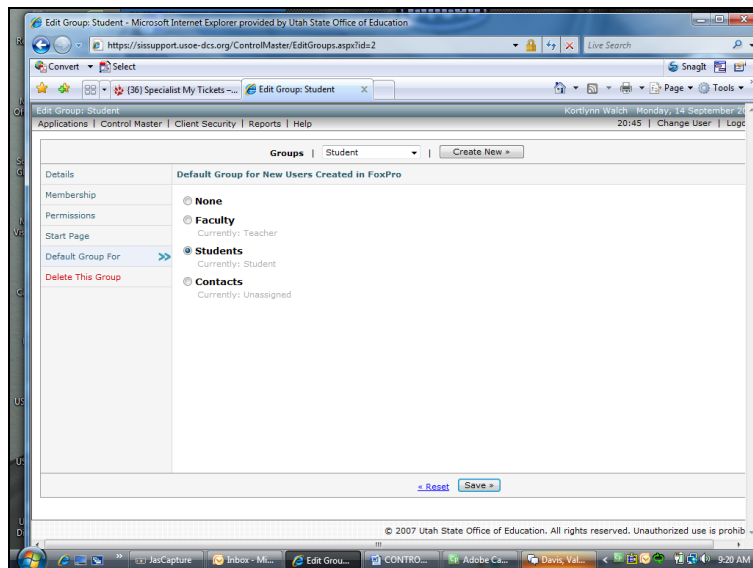


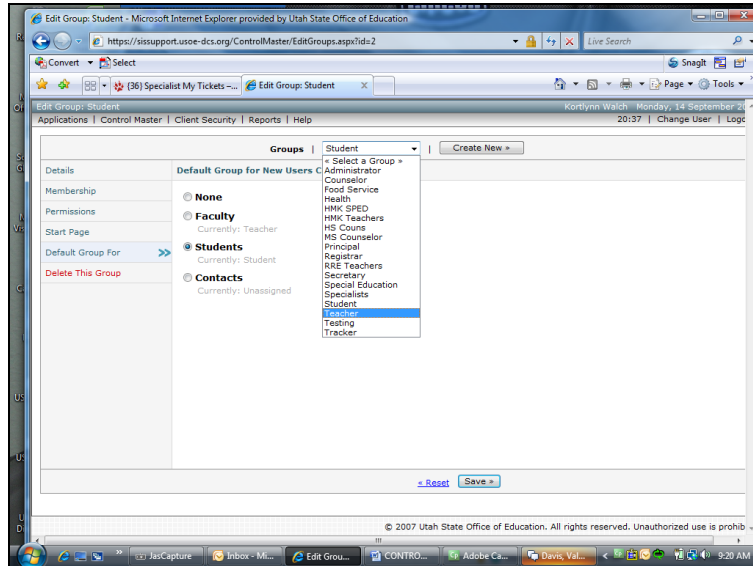
For the Student group:

make sure

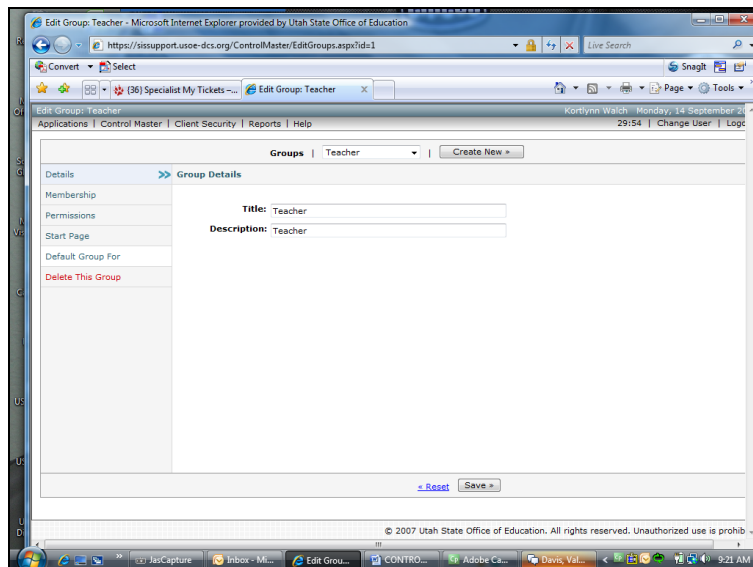
"Default Group For" is set to "Students"

Click on the **Students** radio button

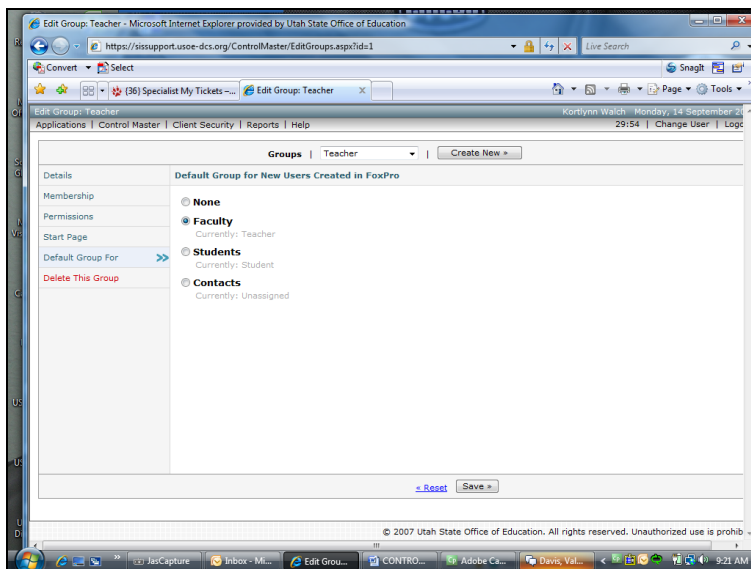




Teacher



Default Group For



TEACHER GROUP

If most faculty entered are NOT teachers:
set the "Default Group For" to..."None"

If most faculty entered are teachers:
set the "Default Group For" to..."Faculty"

Faculty
Currently: Teacher

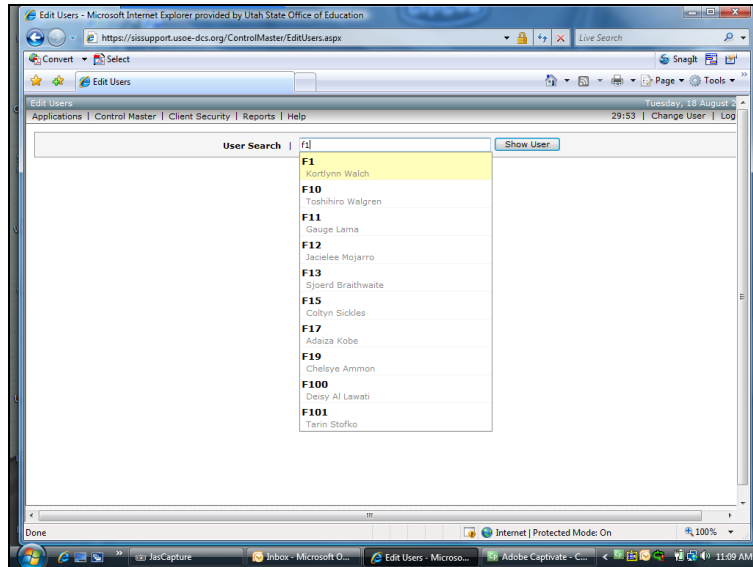


"IMPERSONATE"

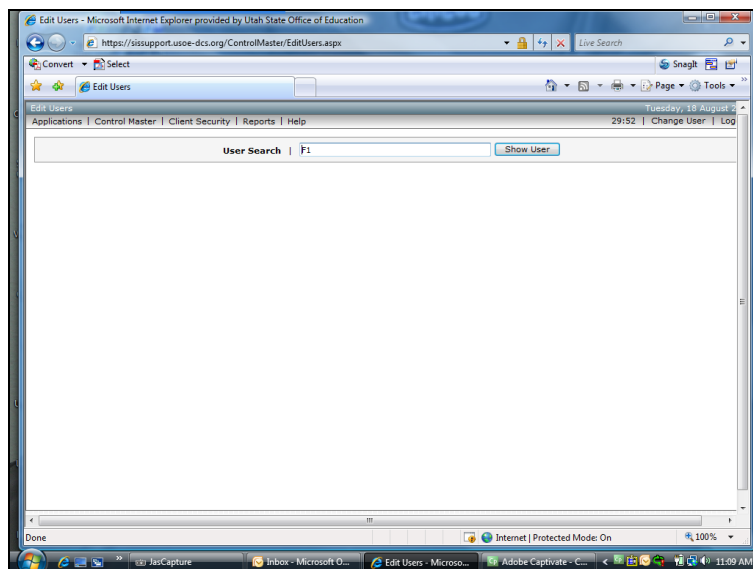
Be VERY careful when allowing anyone the right to "impersonate!"

"Impersonate" allows you to log in as any other user



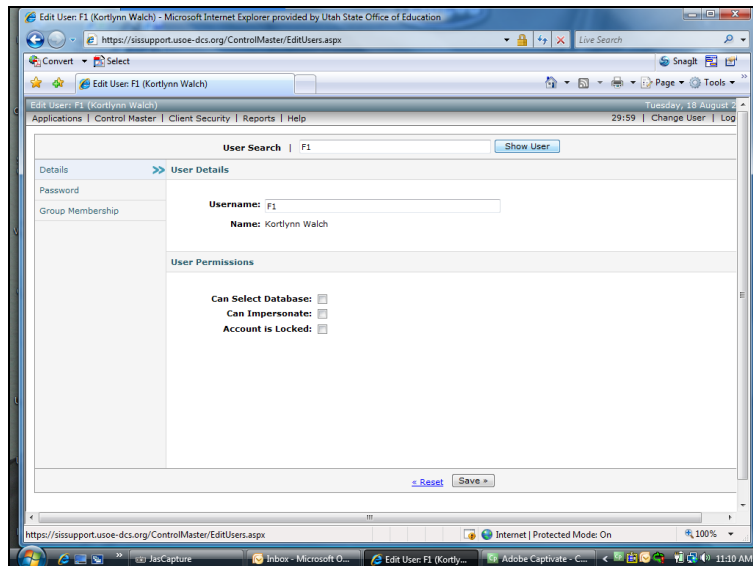
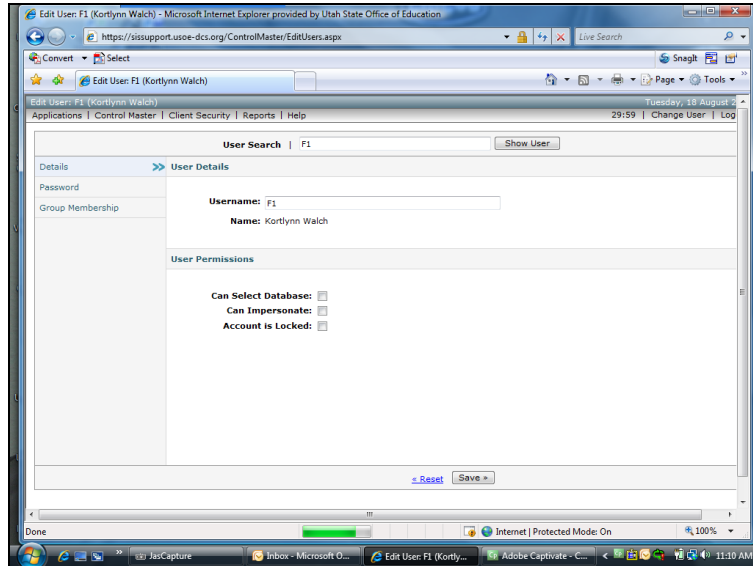


Kortlynn Welch



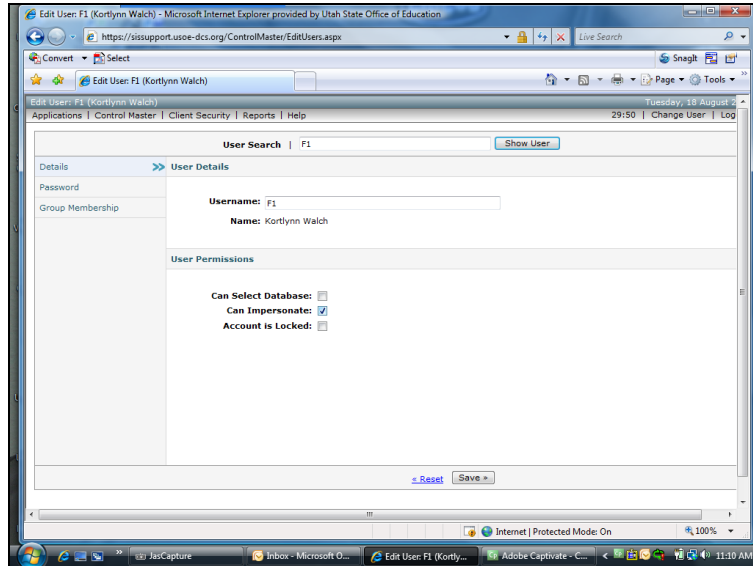
Click the **Show User** button

Show User



Can Impersonate:





Click the **Save** button

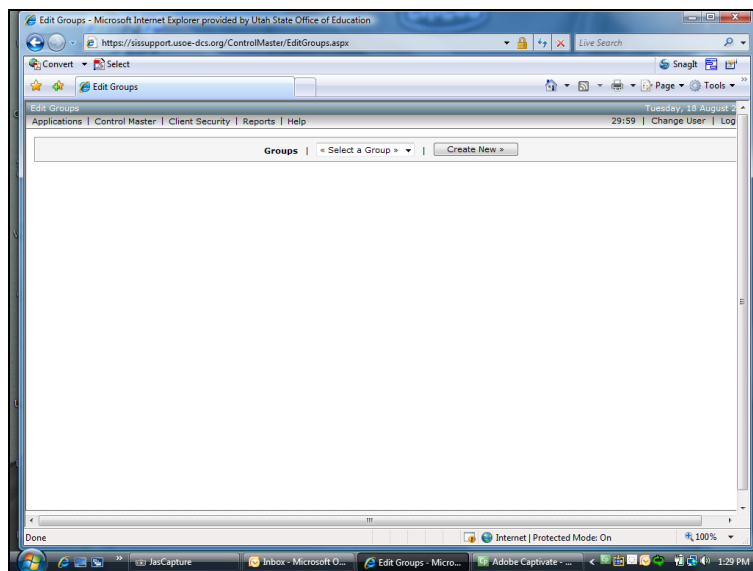


Hint: Do not put the school Principal into the "Administrator" group

Principals belong in the "Counselor" or "Principal" group...

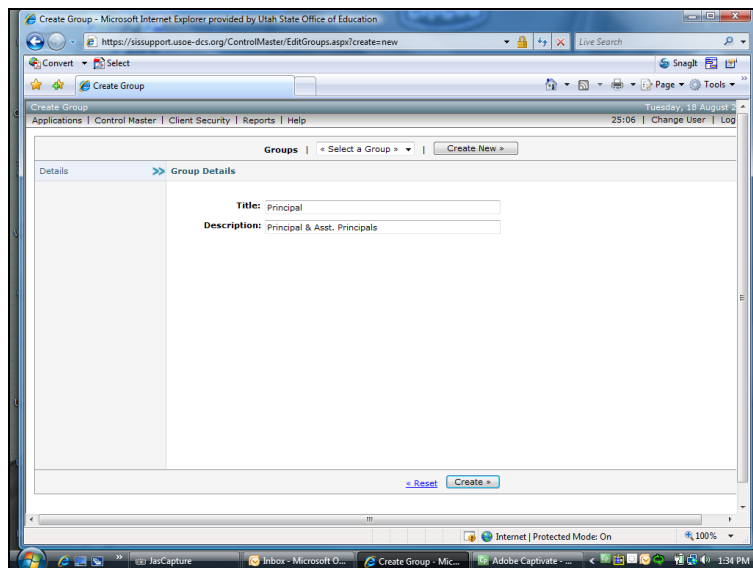
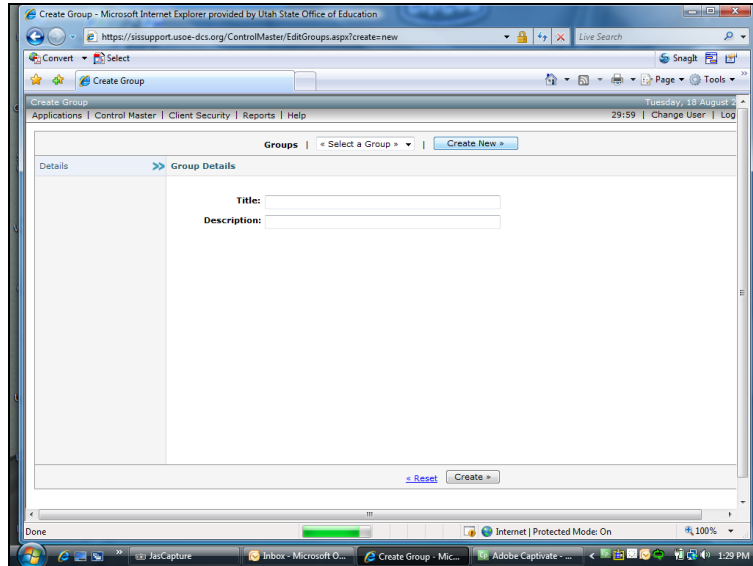


Select Edit Groups

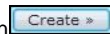


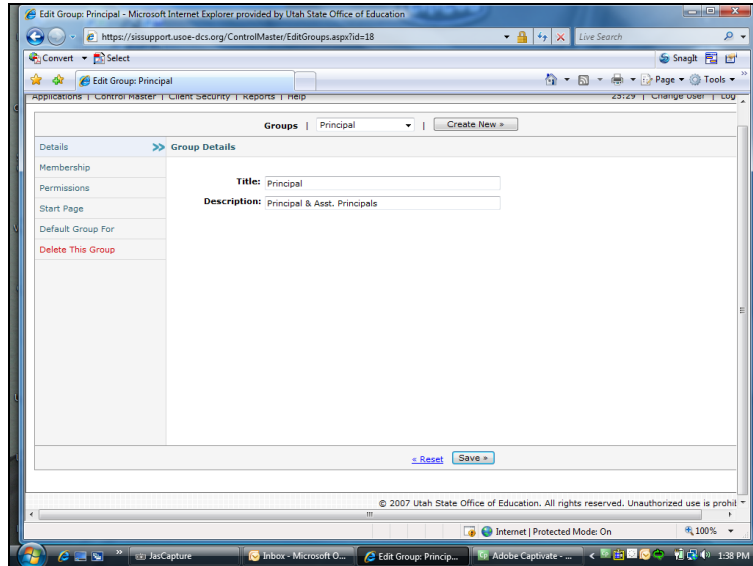
Click the **Create New** button





Click the **Create** button





Assign or remove members

Membership

Allow or remove access

Permissions

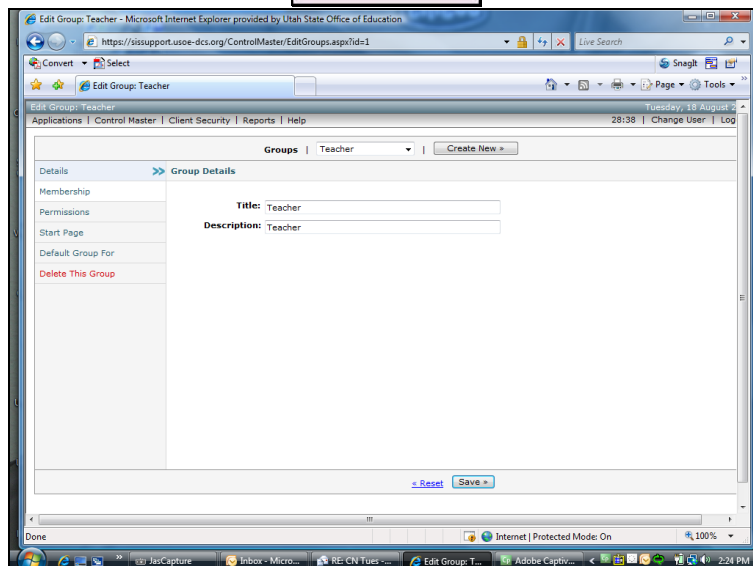
Designate what screen will come up first

Start Page

Designate who will automatically be in the group

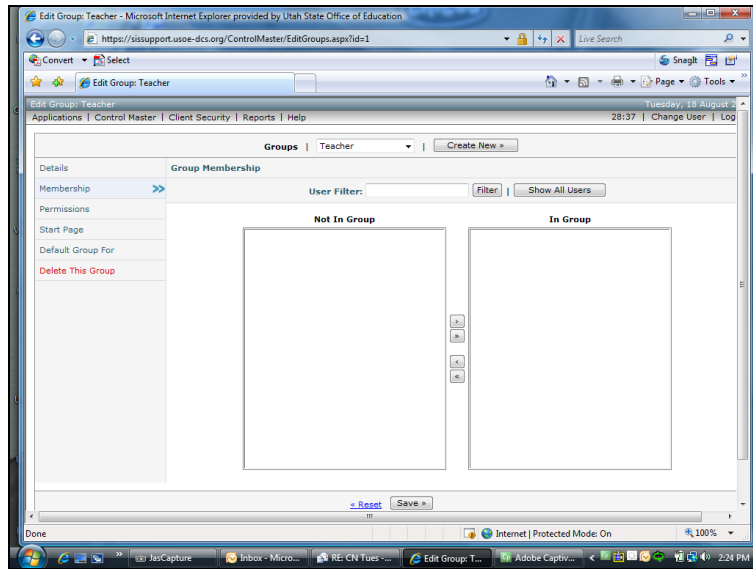
Default Group For

Delete This Group

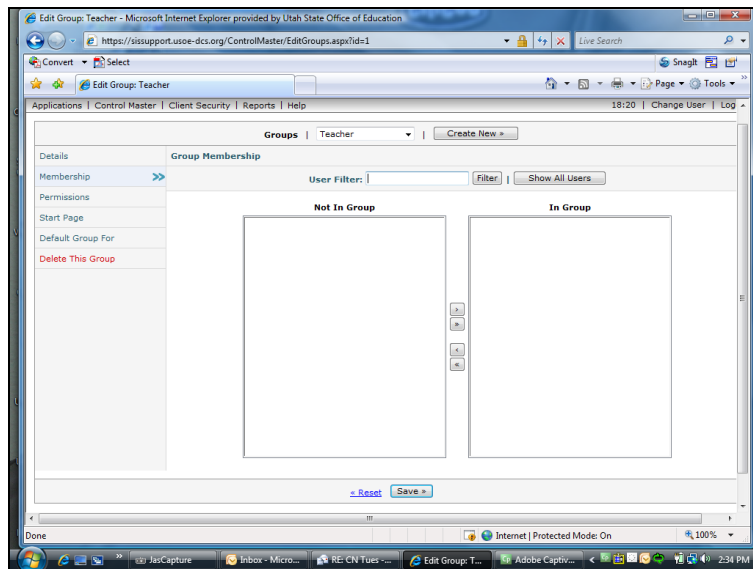


Membership

Select the **Membership** tab

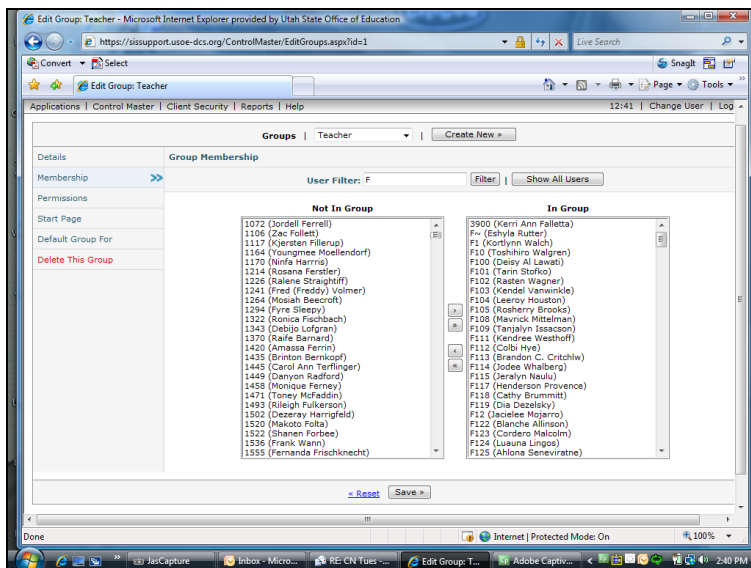
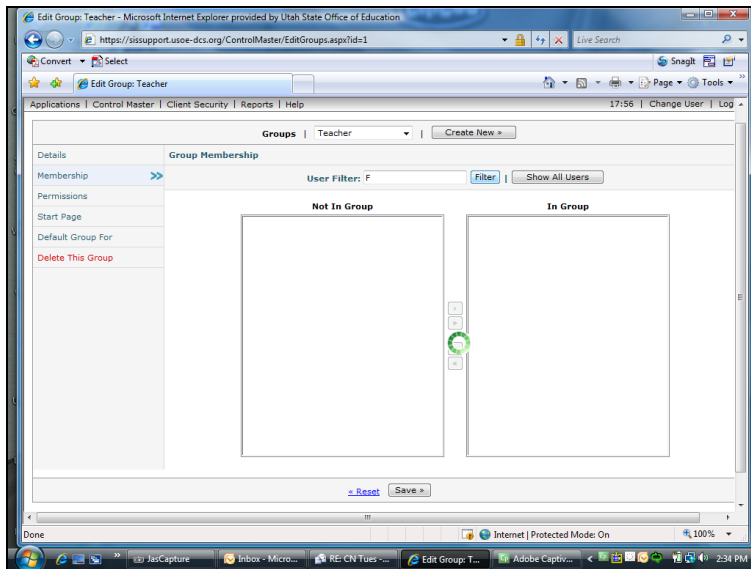


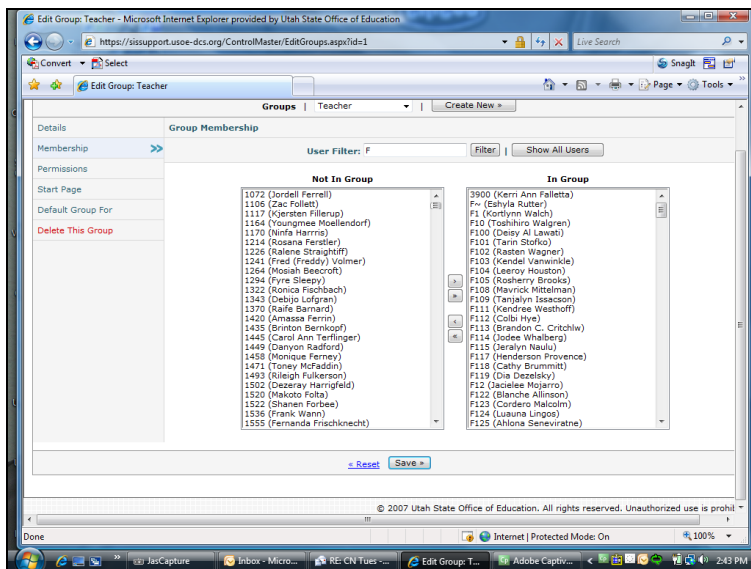
Select the **User Filter** box



Type all or part of a user ID or name

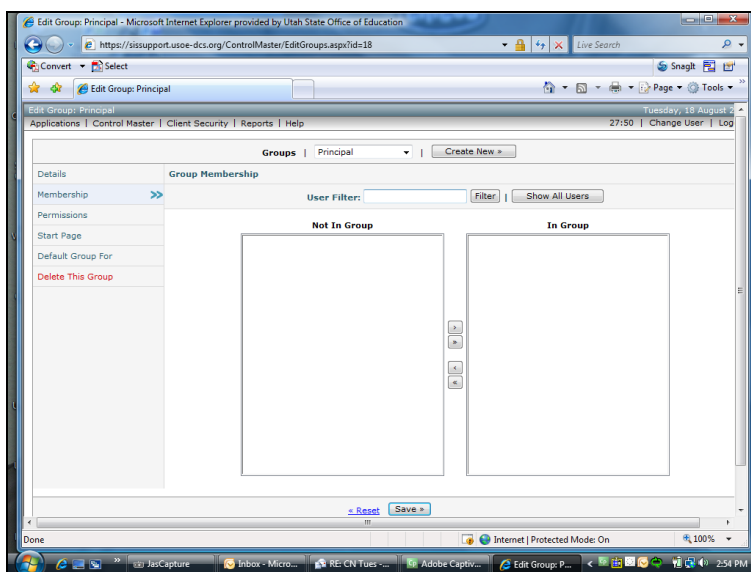






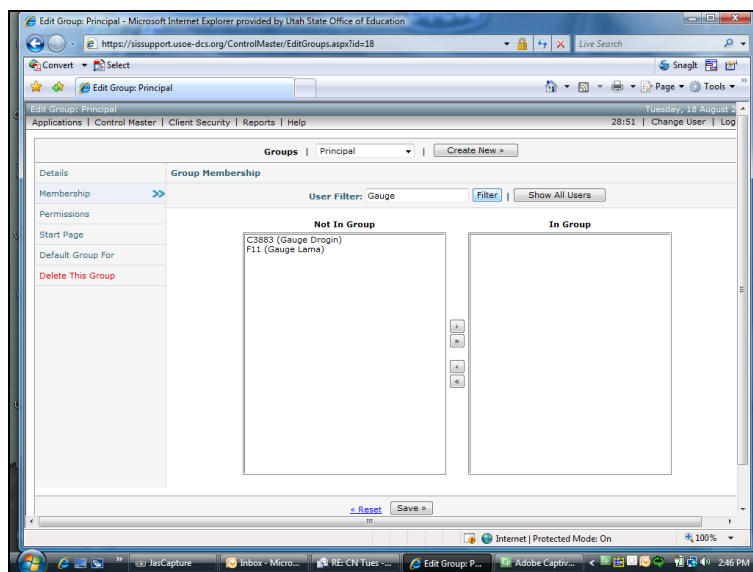
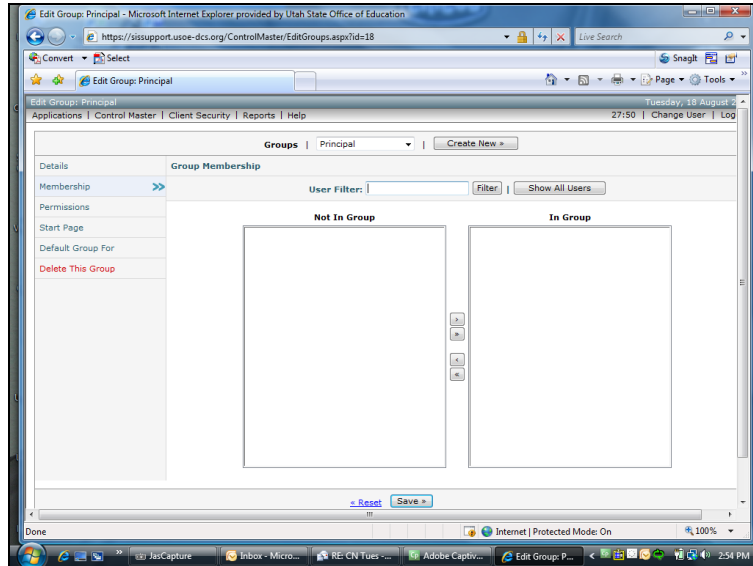
Click the **Show All Users** button

Show All Users



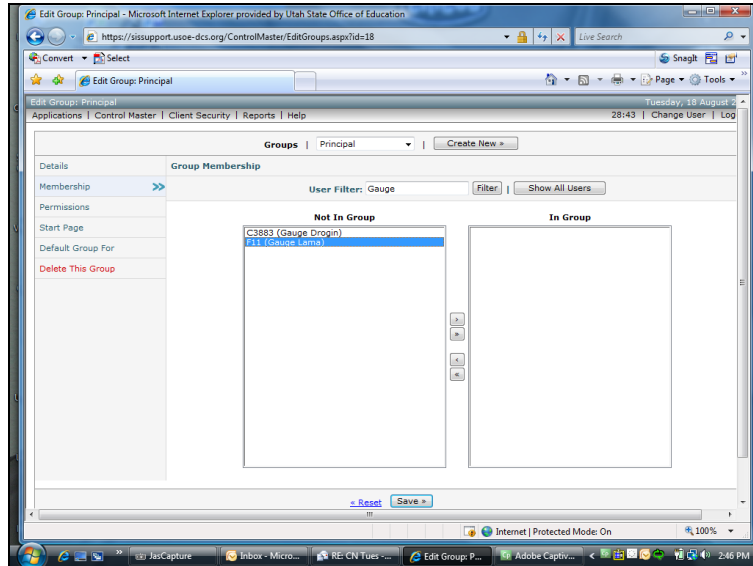
Select the **User Filter** link

User Filter

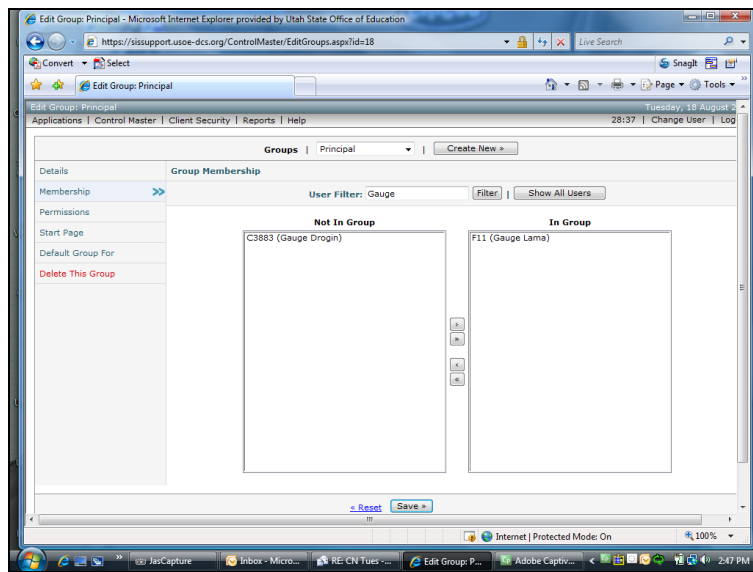



F11 (Gauge Lama)

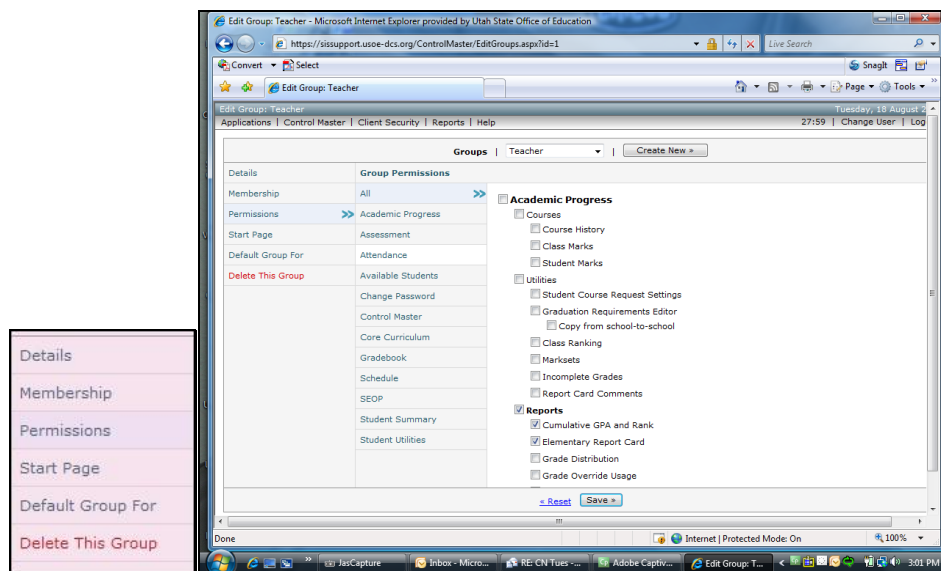
F11 (Gauge Lama) appears



Click the ">" button 



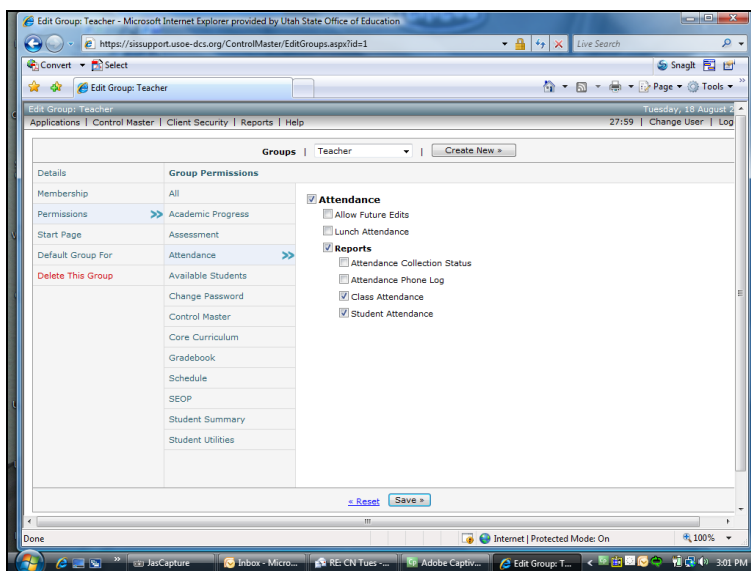
Click the **Save** button 



Permissions

Attendance

Select the **Attendance** link



☒ **Attendance**

☐ Allow Future Edits

☐ Lunch Attendance

☒ **Reports**

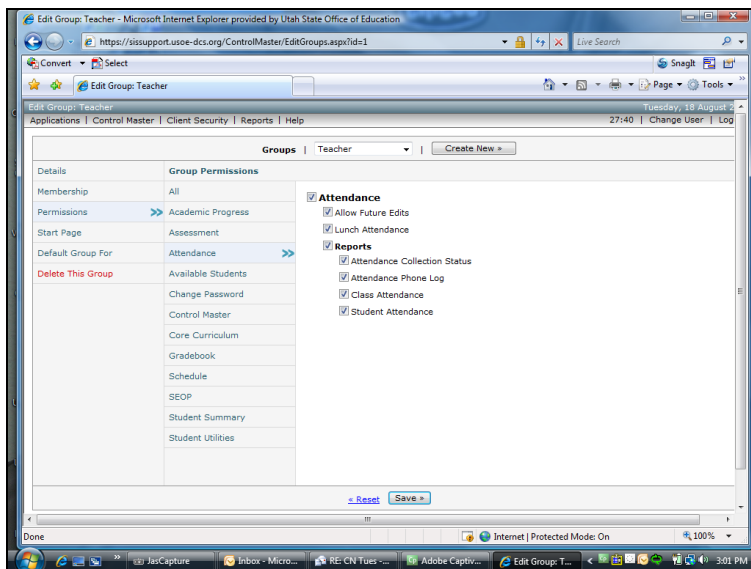
☐ Attendance Collection Status

☐ Attendance Phone Log

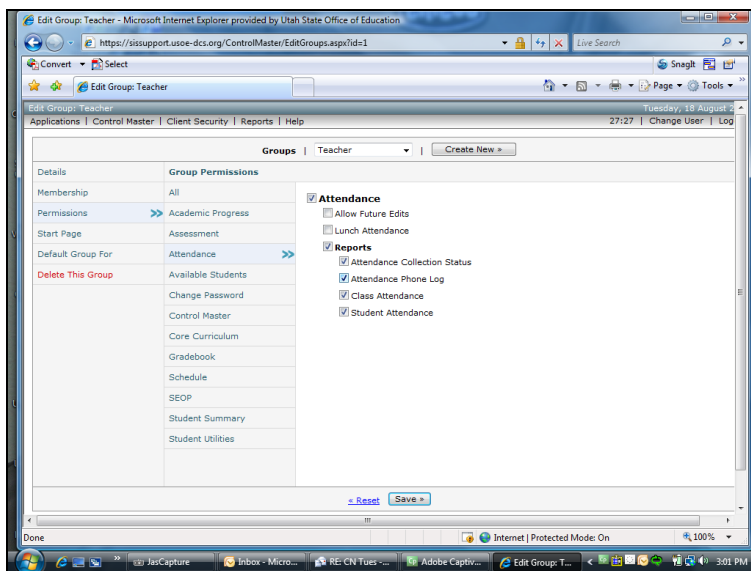
☒ Class Attendance

☒ Student Attendance

Select the **Attendance** check box ☒

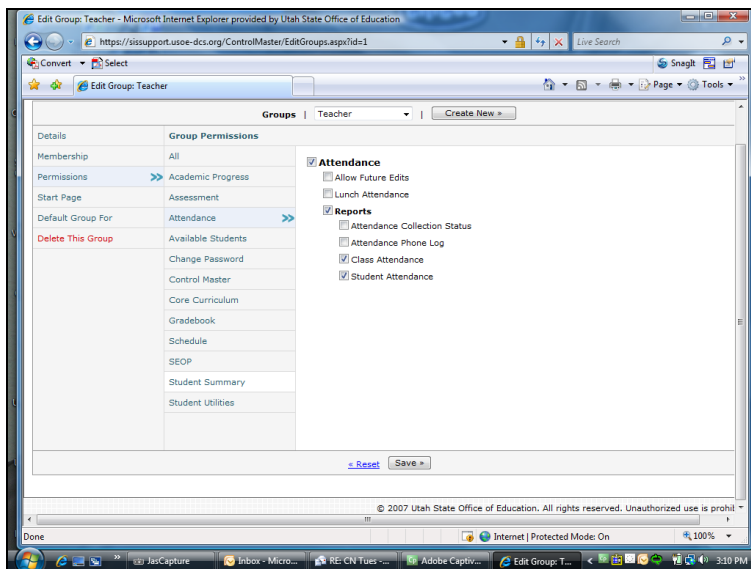


Uncheck any permissions, such as **Allow Future Edits**, that the teachers do not need



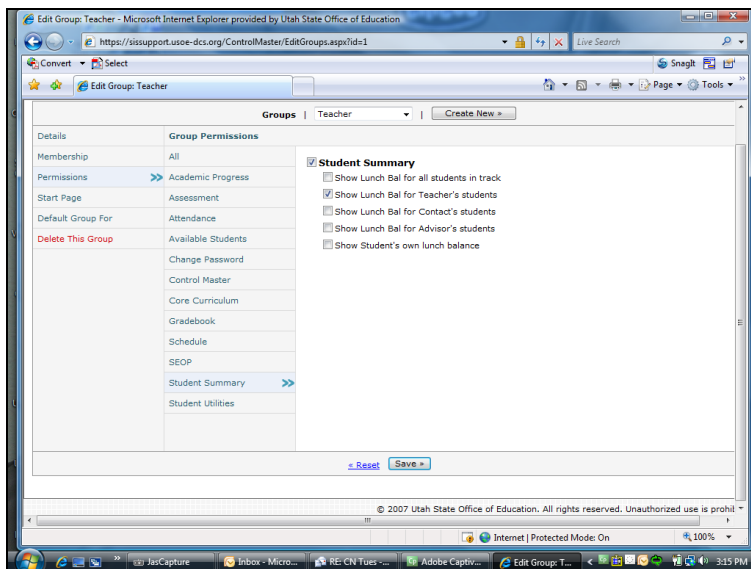
Generally, teachers get access to **"Reports"** under **Attendance**





Student Summary

Click on the **Student Summary** tab



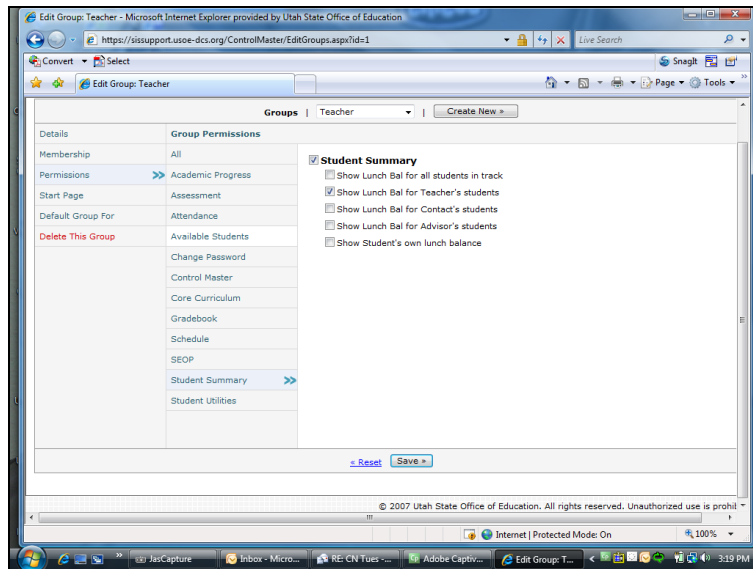
☐ Show Lunch Bal for all students in track

☒ Show Lunch Bal for Teacher's students

☐ Show Lunch Bal for Advisor's students

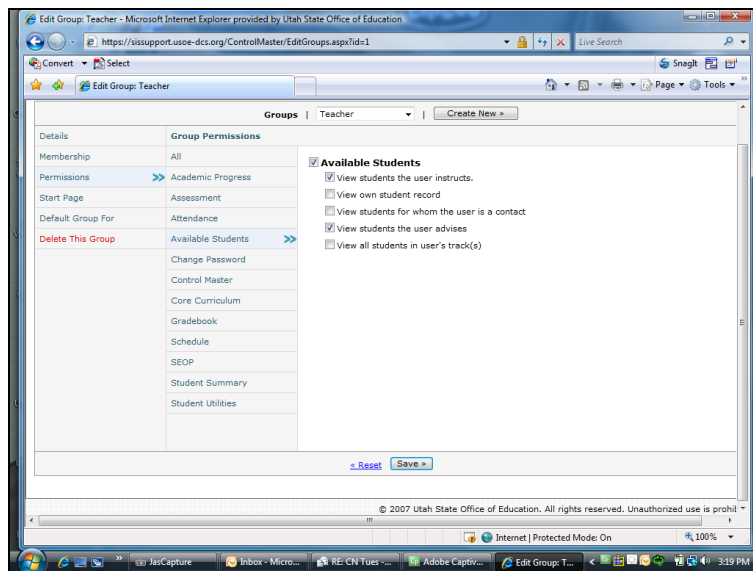
☐ Show Student's own lunch balance

☐ Show Lunch Bal for Contact's students

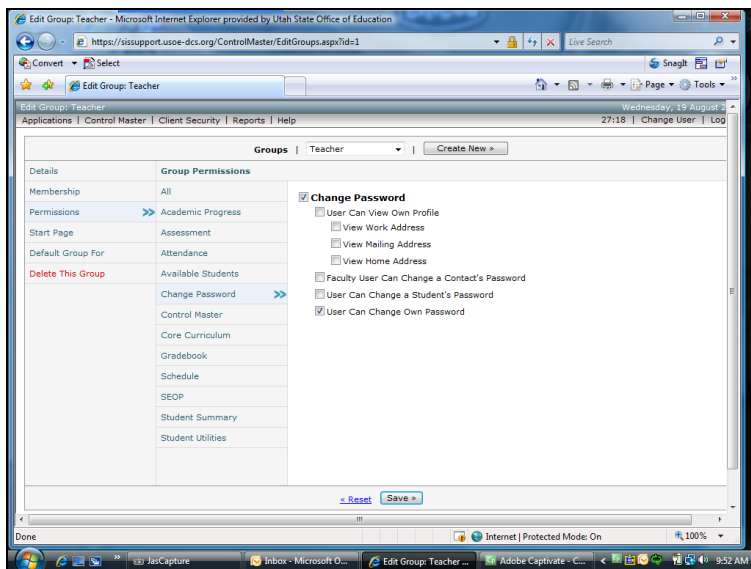


Available Students

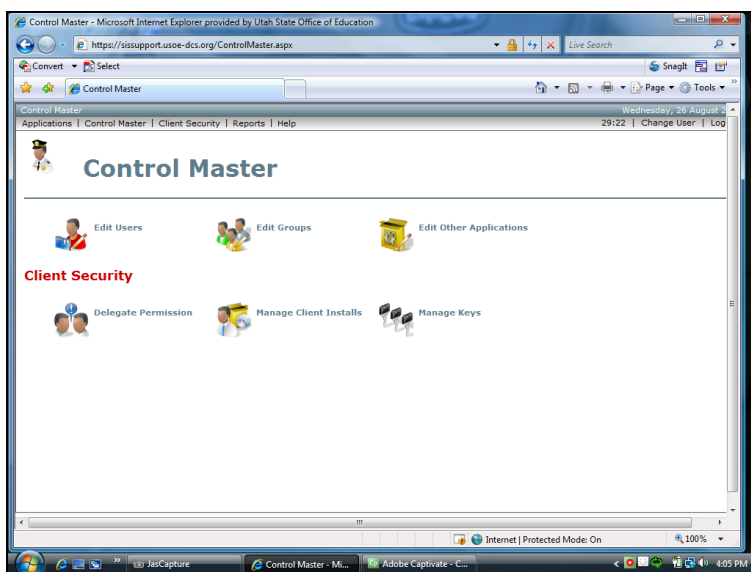
Select the Available Students tab



The **AVAILABLE STUDENTS** permission controls all screens and reports.



Generally, students are NOT given permission to change their passwords!



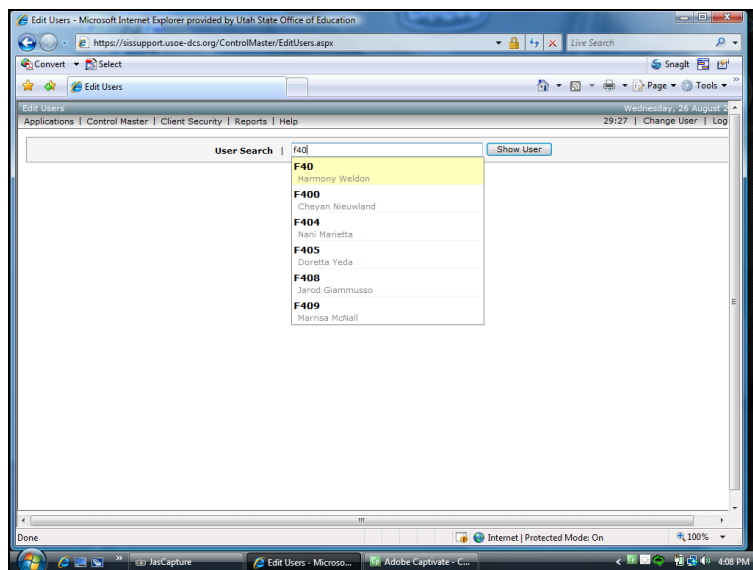
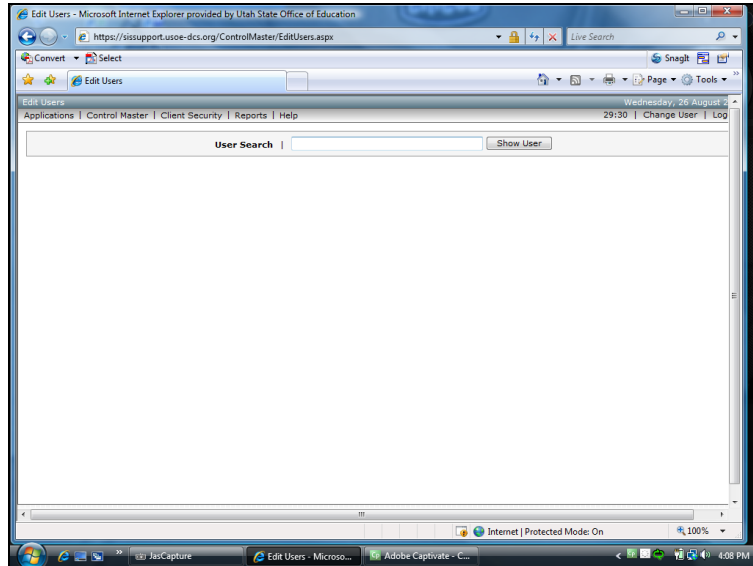
Assign a new employee to one or more groups

Change someone's password

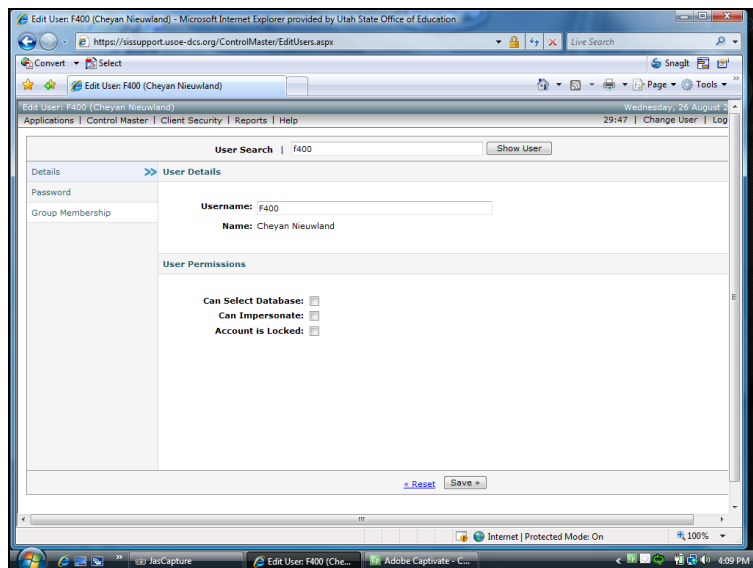
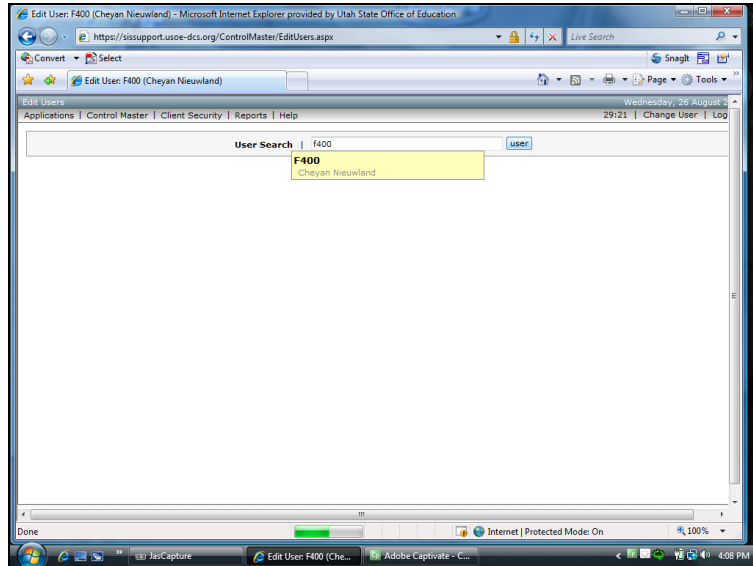
Force someone to change his password

Assign a special permission to someone

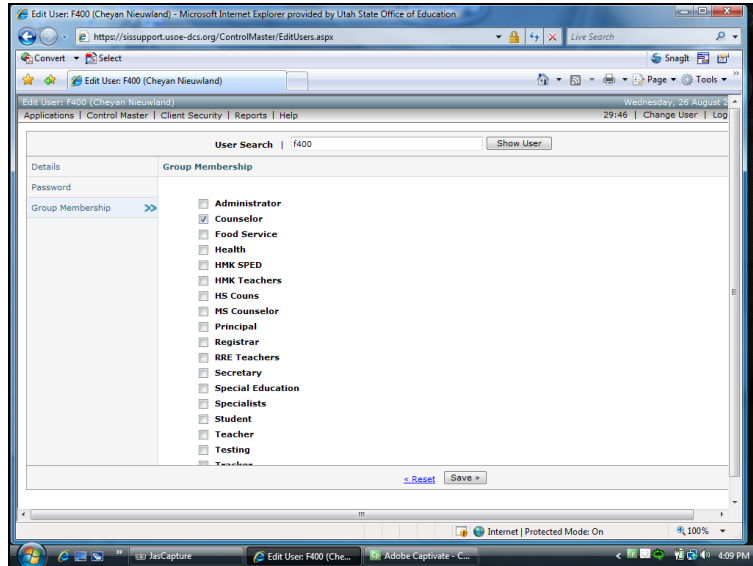
Select the **Edit Users** link



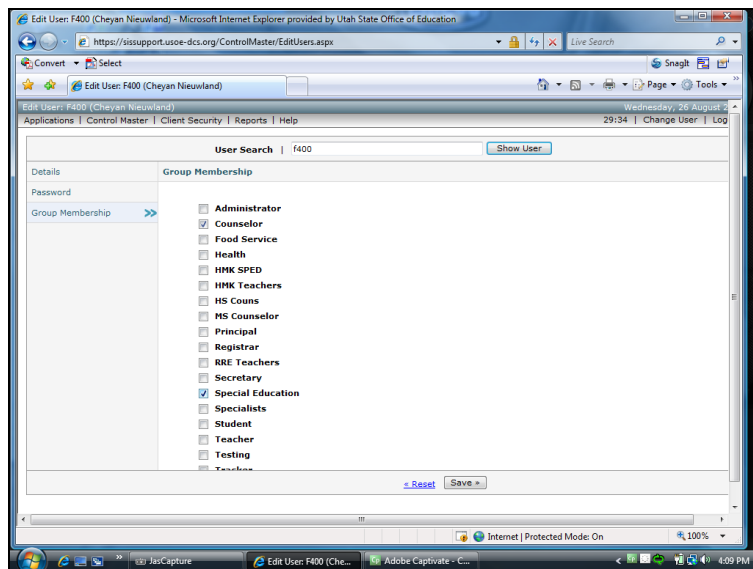
Click the **Show User** button



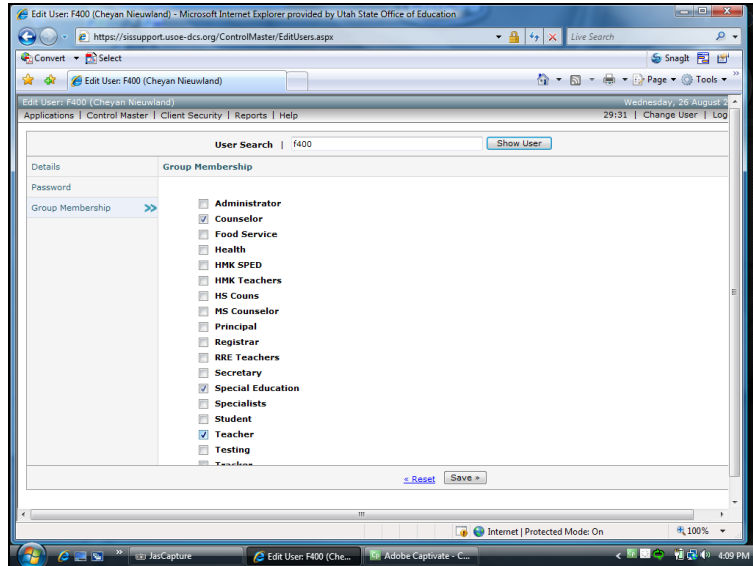
Select the Group Membership tab Group Membership



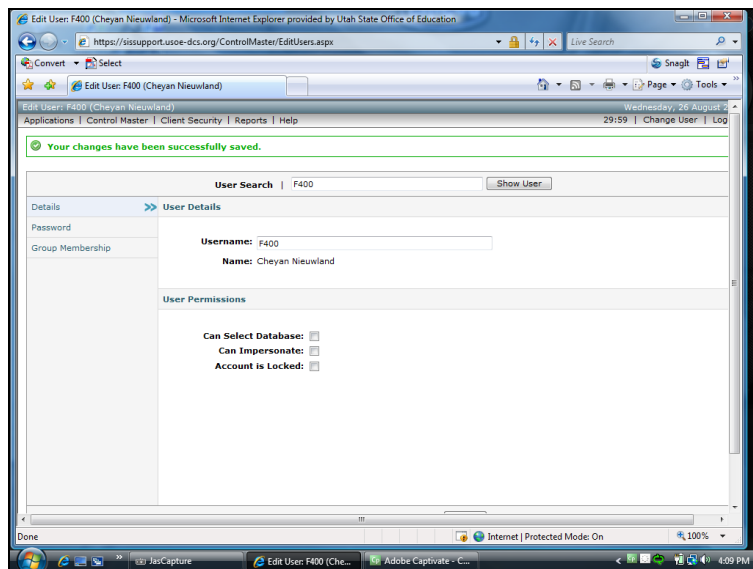
Check the box next to each group appropriate for this teacher...

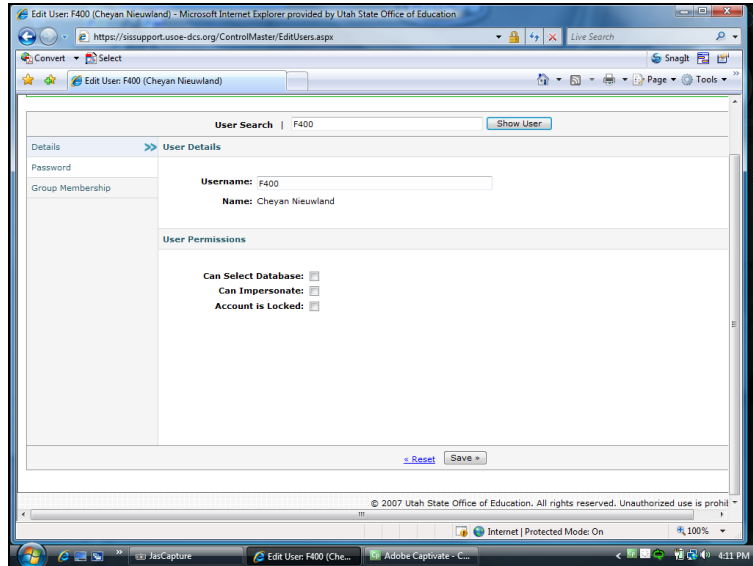


Select the **Teacher** check box

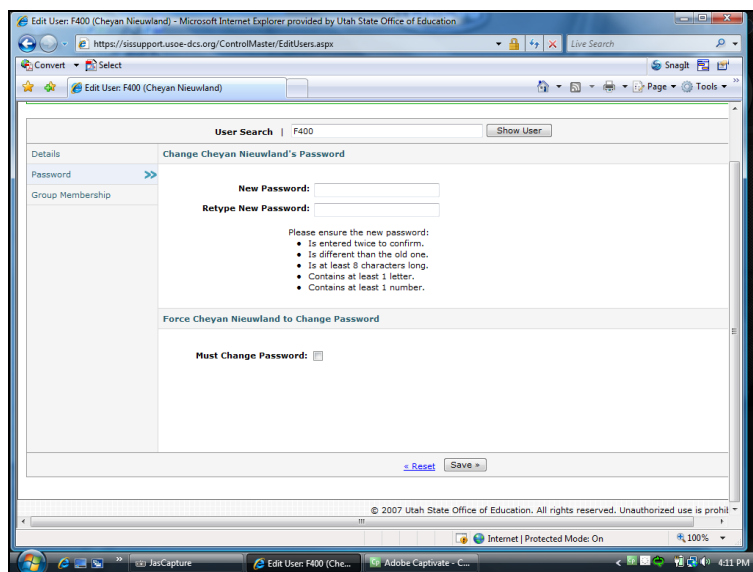


Click the **Save** button





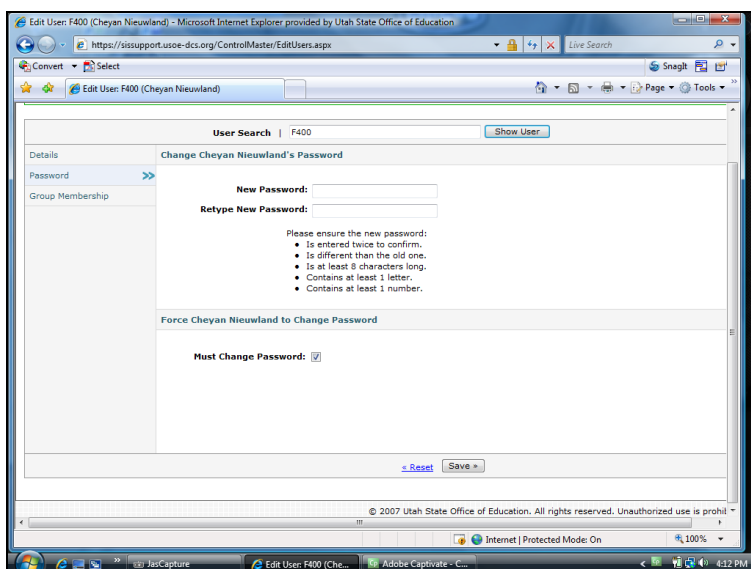
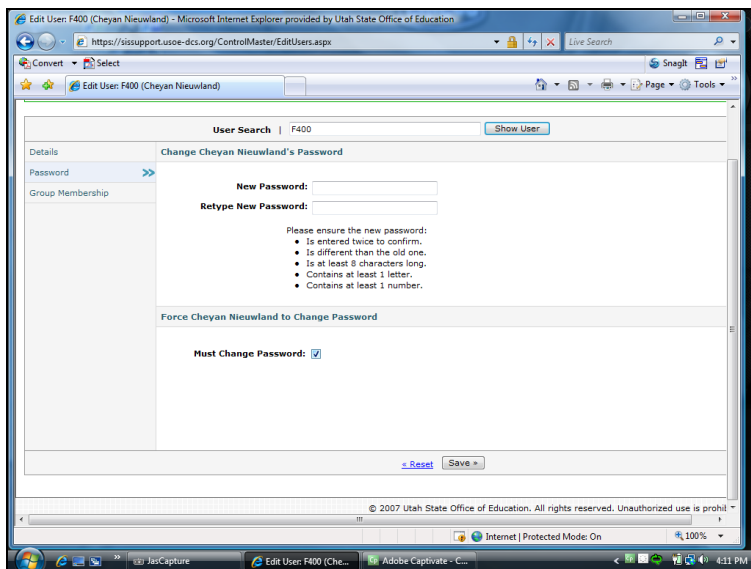
Select the **Password** tab



New Password:

Reset a user's password

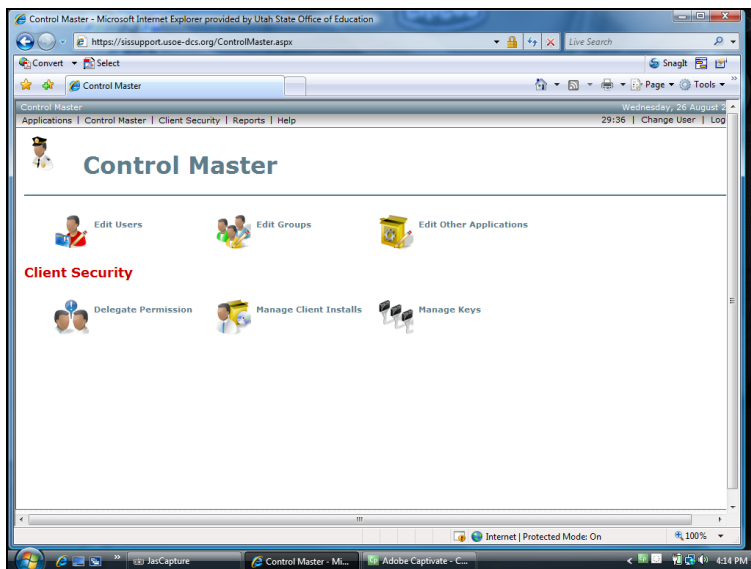
Force a user to change his password



To force a group (or everyone) to change their passwords:

Hosted by USOE:
Call your SIS Specialist for assistance.

Self Hosted:
Set `mustchangepassword = '1'`
in the users table, as needed.



Get familiar with all Control Master options!

Look in Control Master to prevent and control access problems!



'Control Master' gives you the responsibility of being Master of the SIS Web Universe!

Documentation for Control Master may be found at:

<http://www.schools.utah.gov/sis2000/train.htm>

(under the "Control Master" heading)



Thanks...come again!